

Date: [Current Date]

To: [Tenant Name]

From: [Landlord/Property Manager Name]

Property Address: [Rental Property Address]

Subject: Friendly Reminder: Overdue Rent for [Month/Period]

Dear [Tenant Name],

I hope you are doing well. This is a friendly reminder that we have not yet received your rent payment for the period of [Month/Period], which was due on [Due Date].

According to our records, the total amount currently due is \$[Amount].

We understand that things can get busy, and this may have simply slipped your mind. If you have already sent the payment, please disregard this notice. Otherwise, please arrange for the payment to be made at your earliest convenience.

If you are experiencing any issues or need to discuss a payment plan, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter and for being a valued tenant.

Sincerely,

[Your Signature]

[Your Printed Name]