

Subject: Friendly Reminder: Rent Payment Due

Dear [Tenant Name],

I hope you are having a great week.

This is a friendly reminder that the rent for [Property Address] is due on [Due Date].

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

If you have already sent your payment, please disregard this notice. If not, please submit your payment via [Payment Method: e.g., Online Portal/Check/Bank Transfer] at your earliest convenience.

Thank you for being a valued tenant. If you have any questions or if there has been a mistake, please let me know.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email]