

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

Subject: Gentle Reminder: Rent Payment for [Month/Year]

Dear [Tenant Name],

This is a friendly reminder that we have not yet received your rent payment for the month of [Month], which was due on [Due Date].

The total amount due is [Amount].

If you have already sent your payment, please disregard this notice. If not, we kindly ask that you settle the balance at your earliest convenience to avoid any late fees.

Please let us know if you are experiencing any issues or have questions regarding your payment. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Landlord Name]

[Your Phone Number]

[Your Email Address]