

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Subject: Reminder: Rent Payment for [Property Address]

Dear [Tenant's Name],

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 outstanding is \$[Amount Due].

If you have already sent your payment, please disregard this notice. If not, please submit your payment as soon as possible via [Accepted Payment Method].

If you are experiencing any difficulties or believe there has been an error, please contact me immediately at [Your Phone Number] or [Your Email Address] so we can discuss the matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]

[Your Printed Name]