

[Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Polite Reminder: Past Due Rent Balance

Dear [Tenant Name],

This is a friendly reminder that we have not yet received your rent payment for the period of [Month/Year]. According to our records, there is an outstanding balance of \$[Amount Due].

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 payment at your earliest convenience via [Accepted Payment Method]. If you are experiencing any financial difficulties, please reach out to us so we can discuss a potential payment plan.

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

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]