

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address / Unit Number]

Subject: Soft Reminder: Overdue Rent Payment

Dear [Tenant 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 outstanding balance is [Amount].

We understand that things can get busy, and this may have simply slipped your mind. If you have already made the payment, please disregard this notice. Otherwise, we kindly ask that you settle the balance at your earliest convenience.

Payment can be made via: [Insert Payment Method - e.g., Bank Transfer, Online Portal, Check].

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

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

Sincerely,

[Your Name/Property Management Name]

[Contact Information]