

[Date]

[Tenant Name]

[Business Name]

[Property Address]

[Unit Number]

Subject: Friendly Reminder: Late Rent Payment for [Property Address]

Dear [Tenant Name],

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

According to our records, the outstanding balance is \$[Amount].

We understand that running a business is 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 to ensure your account remains in good standing.

If you are experiencing any issues or would like to discuss a payment plan, please contact our office at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Phone Number]