

Date: [Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Reminder - Outstanding Pet Rent for [Month/Year]

Dear [Tenant Name],

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

According to our records, the following amount is currently outstanding:

- Monthly Pet Rent: \$[Amount]
- Late Fee (if applicable): \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please submit your payment at your earliest convenience. If you have already sent your payment, please disregard this notice.

If you are experiencing any issues with the payment portal or have questions regarding your balance, please contact the management office at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Company Name]