

Date: [Insert Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Friendly Reminder - Overdue Pet Rent

Dear [Tenant Name],

I hope you and [Pet's Name] are doing well.

I am writing to send a quick reminder regarding the monthly pet rent for your apartment. According to our records, we have not yet received the pet rent payment of \$[Amount] for the month(s) of [Month/Year].

It is possible that this was simply overlooked. If you have already sent the payment, please disregard this notice. Otherwise, please arrange for the payment to be made by [Date] through your usual payment method.

If you are experiencing any issues or have questions regarding your account balance, please feel free to contact me at [Phone Number] or [Email Address]. We value having you and your pet as part of our community.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Company]