

Reminder: Overdue Rent Payment

Dear [Tenant's Name],

This is a friendly reminder that your rent payment for the month of [Month], which was due on [Due Date], has not been received yet. As of today, the total amount of \$[Amount] is now overdue.

Please arrange for the payment at your earliest convenience to avoid any late fees or further action. If you have already sent the payment, please disregard this notice.

If you have any questions or concerns regarding your rent, feel free to reach out to me.

Thank you for your immediate attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Address]