

Payment Request for Outstanding Rent

Dear [Tenant's Name],

I hope this message finds you well. I am writing to remind you that your rent payment for the property located at [Property Address] is currently outstanding. As of today, the total amount due is [Amount Due].

According to our records, the payment was due on [Due Date]. Please arrange for the payment at your earliest convenience to avoid any late fees.

If you have already made the payment, please disregard this notice. Otherwise, please let me know if you are experiencing any issues that are preventing you from making the payment on time.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]