

# Rent Arrears Reminder

Date: [Insert Date]

To,

[Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a reminder that your rent payment for the property located at [Property Address] is currently overdue. As of today, the total amount outstanding is [Amount Due] which was due on [Due Date].

We kindly ask that you make this payment at your earliest convenience to avoid further action or additional fees. If you have already sent your payment, please disregard this notice.

If you are experiencing difficulties in making your payment, please contact us as soon as possible to discuss possible arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Property Management Company Name]