

Rent Payment Follow-up

Date: [Insert Date]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to follow up on the rent payment that was due on [Insert Due Date]. As of today, I have not yet received the payment of [Insert Amount].

If you have already made the payment, please disregard this notice. If not, I kindly ask that you arrange for the payment as soon as possible to avoid any late fees or complications.

If you are experiencing any difficulties or have any questions, please feel free to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]