

Overdue Rent Reminder

Date: [Insert Date]

Dear [Tenant's Name],

This is a friendly reminder that your rent payment for the property located at [Property Address] was due on [Due Date]. As of today, the payment is [Number of Days Overdue] days overdue.

Please arrange to make your payment as soon as possible to avoid any late fees or further action. If you have already sent your payment, please disregard this message.

If you are experiencing financial difficulties or have any questions, please do not hesitate to reach out to discuss possible arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]