

Rent Due Reminder

Dear [Tenant's Name],

This is a friendly reminder that your rent payment for the property located at [Property Address] is due on [Due Date].

As per your lease agreement, the rental amount due is [Amount Due]. Please ensure that the payment is made by the due date to avoid any late fees.

If you have already made the payment, please disregard this reminder. If you have any questions or concerns, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]