

Rent Payment Follow-Up

Date: [Insert Date]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to follow up regarding the rent payment for the month of [Insert Month]. Our records indicate that we have not yet received your payment, which was due on [Insert Due Date].

If you have already sent the payment, please disregard this notice. However, if you have not, we kindly ask you to address this matter at your earliest convenience.

Please feel free to reach out if you have any questions or need assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]