

Rental Payment Delay Alert

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that we have not yet received your rental payment for the month of [Month/Year], which was due on [Due Date]. As of today, there is still an outstanding balance of [Amount].

Please let us know if you are experiencing any difficulties or if there are any issues preventing you from making the payment. We understand that unforeseen circumstances can arise and we are here to help.

We kindly ask that you submit your payment by [New Due Date] to avoid any late fees or additional charges. If you have already made the payment, please disregard this notice.

Thank you for your attention to this matter. If you have any questions, please feel free to reach out to us.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Company Name]