

Overdue Rental Payment Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to remind you that your rental payment for the month of [Month] is now overdue. The due date was [Due Date], and as of today, the outstanding amount is [Amount].

Please arrange for the payment at your earliest convenience to avoid any additional late fees. If you have already sent your payment, please disregard this notice. Otherwise, I would appreciate your prompt attention to this matter.

If you are experiencing financial difficulties, please feel free to reach out to discuss possible arrangements.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title or Position]