

Late Fee Reminder

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This is a friendly reminder that your rent payment for the month of [Insert Month] is past due. As of today, we have not yet received your payment of [Insert Amount].

According to our rental agreement, a late fee of [Insert Late Fee Amount] will be applied for payments received after the due date. We encourage you to make the payment as soon as possible to avoid any additional charges.

If you have already sent your payment, please disregard this message. If you are experiencing financial difficulties, please contact us to discuss possible arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]