

# Delayed Rental Payment Alert

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This is a reminder that your rental payment for the month of [Month/Year] is now overdue. As of today, we have not yet received your payment of [Amount Due].

Please note that, as per our rental agreement, timely payment is required. We kindly ask you to address this matter at your earliest convenience to avoid any late fees or further action.

If you have already sent your payment, please disregard this notice. Otherwise, please let us know if you are experiencing difficulties or if there is anything we can assist you with.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]