

# Outstanding Rent Request

Date: [Insert Date]

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

To: [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 rent payment for the month of [Insert Month] is currently outstanding. As of today, the total amount due is [Insert Amount].

Please arrange for the payment to be made by [Insert Deadline], to avoid any late fees or further action. If you have already sent the payment, please disregard this notice.

If you are experiencing difficulties or have any questions regarding your payment, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]