

Dear [Tenant's Name],

I hope this message finds you well. I am writing to remind you that the rent payment for the month of [Month/Year] has not yet been received. As of today, the total amount due is [Amount].

Please make the payment at your earliest convenience to avoid any late fees or further action. If you are experiencing financial difficulties, do not hesitate to reach out so we can discuss a possible arrangement.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Contact Information]
[Property Address]