

Rent Payment Clarification

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to clarify the current status of your rent payments for the property located at [Property Address].

As of [Insert Date], our records indicate that the rent payment for the month of [Insert Month] has not been received. The total amount due is [Insert Amount]. Please let us know if you have initiated the payment, as there might be processing delays.

If you believe this to be an error or if you have any questions regarding the payments, please feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company or Landlord's Name]

[Your Contact Information]