

Notice of Overdue Rent

Date: [Current Date]

Dear [Tenant's Name],

This is a friendly reminder that your rent payment for the property located at [Property Address] is currently overdue. As of today, the amount of [Amount Due] remains unpaid for the month of [Month].

According to the terms of your lease agreement, rent payments are due on the [Due Date] of each month. Please ensure that the payment is made as soon as possible to avoid any late fees or further action.

If you have already sent the payment, please disregard this message. Otherwise, we kindly ask you to remit payment by [New Due Date] to maintain good standing on your lease.

If you are experiencing financial difficulties or need to discuss your situation, please feel free to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]