

Rent Payment Reminder

Dear [Tenant's Name],

This is a friendly reminder that your rent payment for the property located at [Property Address] was due on [Due Date]. As of today, we have not received your payment, which is now [Number of Days Overdue] days overdue.

Please arrange for the payment of [Amount Due] at your earliest convenience to avoid any late fees or further action. If you have already made this payment, please disregard this notice.

Should you have any questions or concerns regarding your payment, please feel free to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Property Management Name]

[Your Contact Information]