

Overdue Rent Reminder

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Subject: Overdue Rent Reminder

Dear [Tenant's Name],

This letter serves as a reminder that your rent payment for the month of [Month] in the amount of [Amount] was due on [Due Date]. As of today, we have not received your payment, making your account overdue.

Please arrange for payment of the outstanding amount within [number] days of this notice to avoid any late fees or further action.

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties, please reach out to me to discuss potential arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]