

Past Due Rent Reminder

Date: [Insert Date]

Dear [Tenant's Name],

This letter is to remind you that your rent payment for the month of [Insert Month] has not been received as of today. As per our rental agreement, rent is due on the [Insert Due Date] of each month.

The total amount due is [Insert Amount]. We kindly request that you remit this payment at your earliest convenience 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 contact us to discuss your situation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Contact Information]

[Property Management Company Name, if applicable]