

Rental Balance Reminder

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. This is a friendly reminder that your rental payment for the property located at [Property Address] is currently due.

As of today, the outstanding balance is [Insert Amount]. We kindly ask that you settle this balance by [Due Date] to avoid any late fees.

If you have already made the payment, please disregard this notice. If you have any questions or concerns, feel free to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Company Name]