

# Overdue Payment Alert

Date: \_\_\_\_\_

Dear [Tenant's Name],

We hope this message finds you well. This is a friendly reminder that your rent payment for the month of [Month/Year] is currently overdue. As of today, we have not received your payment, which was due on [Due Date].

For your records, the total amount due is [Amount Due]. We kindly urge you to settle this payment at your earliest convenience to avoid any late fees.

If you have already made this payment, please disregard this notice. Otherwise, please make the payment by [New Due Date] to ensure your continued residency.

Should you have any questions or concerns, feel free to reach out to us at [Contact Information]. We appreciate your attention to this matter.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]