

Rent Due Reminder

Dear [Tenant's Name],

This is a friendly reminder that your rent payment of [Amount] for the property located at [Property Address] is due on [Due Date].

Please note that a grace period of [Number of Days] days is available, meaning your payment will be considered on time if received by [Grace Period End Date].

We appreciate your attention to this matter and your prompt payment. If you have already sent your payment, please disregard this notice. If you encounter any issues or have questions, feel free to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]