

# Rent Payment Reminder

Dear [Tenant's Name],

This is a friendly reminder that your rent payment for the property located at [Property Address] is due on [Due Date]. Please ensure that the payment of [Rent Amount] is made on or before the due date to avoid any late fees.

If you have already made your payment, please disregard this notice. If you have any questions or need assistance, feel free to reach out to me at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]  
[Your Contact Information]