

# Rent Payment Reminder

Date: [Insert Date]

Dear [Tenant's Name],

This is a friendly reminder that your rent payment for [Property Address] is due on [Due Date].

Please ensure that the payment of [Amount] is made by the 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 contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]