

Overdue Rent Reminder

Dear [Tenant's Name],

We hope this message finds you well. This is a friendly reminder that your rent payment for the property located at [Property Address] is now overdue as of [Due Date].

The total amount due is [Amount Due]. We kindly ask that you make this payment at your earliest convenience to avoid any late fees.

If you have already sent your payment, please disregard this notice. Otherwise, please contact us if you are facing any issues that we can assist you with.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]

[Company Name]