

Dear [Tenant's Name],

I hope this message finds you well. I am writing to follow up regarding your rent payment for the month of [Month/Year]. As of today, our records indicate that we have not yet received your payment, which was due on [Due Date].

If you have already made the payment, please disregard this message. Otherwise, we kindly ask that you arrange for the payment at your earliest convenience to avoid any late fees.

If you are facing any difficulties or have any questions regarding your payment, please feel free to reach out to me directly.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]