

Dear [Tenant's Name],

I hope this message finds you well. I am writing to follow up on our recent appointment regarding rent collection scheduled for [Date and Time].

As discussed, please ensure that the payment is prepared by our next meeting. If you have any questions or need assistance, feel free to reach out.

Thank you for your attention to this matter. I look forward to seeing you soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]