

Dear [Tenant's Name],

This is a friendly reminder that your rent payment of [Amount] is due on [Due Date]. Please ensure that your electronic payment is submitted by this date to avoid any late fees.

You can make your payment through [Payment Platform/Service Name] using the following link: [Payment Link]. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]