

# Monthly Rent Reminder

Dear [Tenant's Name],

This is a friendly reminder that your monthly rent payment of [Amount] is due on [Due Date]. Please ensure that your payment is made on or before the due date to avoid any late fees.

If you have already made your payment, please disregard this notice. If you have any questions or concerns, feel free to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Organization]

[Contact Information]