

Rent Payment Reminder

Dear [Tenant's Name],

We hope this message finds you well. This is a friendly reminder that your rent payment for the month of [Month] is currently overdue. As of today, the total amount owing is [Amount].

Please ensure that the payment is made by [Due Date] to avoid any late fees or further action.

If you have already sent your payment, please disregard this notice. If you are facing any difficulties, feel free to reach out to us to discuss possible arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]