

Rental Payment Reminder

Dear [Tenant's Name],

This is a friendly reminder that your rent payment for the property located at [Property Address] was due on [Due Date].

As of today, we have not yet received your payment. Please note that a late fee of [Late Fee Amount] has been applied to your account due to the overdue payment.

To avoid further late fees, we kindly request that you make your payment as soon as possible. The total amount due, including the late fee, is [Total Amount Due].

If you have already sent your payment, please disregard this notice. If you have any questions or concerns, feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]