

Dear [Tenant's Name],

This is a friendly reminder that your rent payment for [Property Address] was due on [Due Date]. As of today, we have not yet received your payment.

Please ensure that your payment is made as soon as possible to avoid any late fees. If you have already sent your payment, please disregard this message.

If you are experiencing any difficulties, feel free to reach out to discuss your situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]