

# Rent Payment Error Notification

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to address a discrepancy regarding your recent rent payment for the month of [Insert Month]. Our records indicate that your payment of [Insert Amount] has not been received or was processed incorrectly.

Please review your bank statements for any pending transactions. If you believe this is an error on our part, kindly provide us with any relevant transaction details or documentation supporting your payment.

We appreciate your prompt attention to this matter, as it is crucial for the timely management of our rental agreements. Please feel free to reach out to me directly at [Your Phone Number] or via email at [Your Email Address] if you have any questions or require further assistance.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title or Position]

[Your Company/Property Management Name]

[Your Contact Information]