

Dear [Tenant's Name],

We hope this message finds you well. This is a friendly reminder that your first rent payment for the property located at [Property Address] is due on [Due Date].

Please remember that the total amount due is [Amount]. We kindly ask that you ensure payment is made by the due date to avoid any late fees.

If you have any questions or concerns regarding your rent payment, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]

[Property Management Company Name]