

Dear [Tenant's Name],

I hope this message finds you well! I wanted to take a moment to remind you that the rent for [Property Address] is due on [Due Date].

If you have already made the payment, please disregard this message. Otherwise, we kindly ask that you submit your payment at your earliest convenience to avoid any late fees.

Should you have any questions or need assistance, feel free to reach out.

Thank you for your attention to this matter!

Sincerely,
[Your Name]
[Your Contact Information]