

# Rent Payment Reminder

Dear [Tenant's Name],

This is a friendly reminder that your rent payment of [Amount] is due on [Due Date]. Please ensure that your payment is made on time to avoid any late fees.

If you have already sent your payment, please disregard this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Property Management Company Name]

[Contact Information]