

# Rental Payment Reminder

Dear [Tenant's Name],

This is a friendly reminder that your rent payment for the property located at [Property Address] is due on [Due Date].

If you have already made the payment, please disregard this notice. If not, we kindly ask you to submit your payment at your earliest convenience to avoid any late fees.

Should you have any questions or concerns, feel free to contact us at [Landlord's Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Contact Information]