

[Date]
[Tenant Name]
[Property Address]
[City, State, Zip Code]

Subject: First Late Rent Reminder

Dear [Tenant Name],

This is a friendly reminder that we have not yet received your rent payment for the period of [Month/Year]. According to our records, your rent in the amount of \$[Amount] was due on [Due Date].

As of today, your payment is [Number] days overdue. According to your lease agreement, a late fee of \$[Fee Amount] has been applied, bringing the total balance due to \$[Total Amount].

If you have already sent your payment, please disregard this notice. If you have not yet made the payment, please do so immediately via [Payment Method].

If you are experiencing financial difficulties or have any questions regarding your account, please contact me as soon as possible at [Your Phone Number] or [Your Email Address] so we can discuss the matter.

Thank you for your prompt attention to this delivery.

Sincerely,

[Your Name]
[Landlord/Property Manager]
[Company Name, if applicable]