

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: Friendly 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, the total amount due is \$[Amount].

We understand that things can get busy, and this may have simply slipped your mind. If you have already sent your payment, please disregard this notice.

If you haven't done so yet, please submit your payment as soon as possible via [Payment Method: Online Portal/Check/etc.].

If you are experiencing any issues or have questions regarding your balance, please reach out to us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name/Property Manager Name]

[Company Name]