

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: Friendly Rent Reminder

Dear [Tenant Name],

I hope you are doing well. This is a friendly reminder that your rent payment of \$[Amount] for the month of [Month] is due on [Due Date].

If you have already sent your payment, please disregard this notice. If not, please ensure that your payment reaches us by the due date to avoid any late fees.

You can make your payment via [Payment Method: e.g., Online Portal, Check, Bank Transfer].

Thank you for being a valued tenant. If you have any questions or concerns, please feel free to reach out.

Best regards,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]