

Date: [Insert Date]

To: [Tenant Name(s)]

Address: [Property Address]

Subject: Friendly Reminder: Upcoming Rent Payment

Dear [Tenant Name],

This is a friendly reminder that your rent payment for the upcoming period of [Month/Period] is due on [Due Date].

The total amount due is: \$[Amount Due].

As a reminder, you can make your payment via [Payment Method, e.g., Online Portal, Check, Bank Transfer].

If you have already sent your payment, please disregard this notice. If you have any questions or are experiencing any issues with the payment process, please feel free to reach out to us at [Phone Number] or [Email Address].

Thank you for being a valued tenant.

Best regards,

[Your Name/Property Management Name]  
[Contact Information]