

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

To: [Tenant Name]
[Property Address]
[Unit Number]

Subject: Friendly Rent Payment Reminder

Dear [Tenant Name],

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

We would like to remind you that your lease agreement includes a grace period which ends on [Grace Period End Date]. To avoid any late fees, please ensure that your payment is received by this date.

If you have already sent your payment, please disregard this notice. If you are experiencing any issues with the payment portal or need to discuss your payment status, please contact us as soon as possible at [Your Phone Number] or [Your Email].

Thank you for being a valued tenant.

Sincerely,

[Your Signature]
[Your Printed Name]