

Date: [Insert Date]

To: [Tenant Name(s)]

Address: [Property Address]

Subject: Friendly Reminder: Rent Due for [Upcoming Month, Year]

Dear [Tenant Name],

This is a friendly reminder that your rent payment for [Month] is due on [Due Date].

As a reminder, the total amount due is \$[Amount]. 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 system, please let me know as soon as possible.

Thank you for being a valued tenant.

Best regards,

[Your Name/Property Manager Name]

[Your Phone Number]

[Your Email Address]