

Date: [Insert Date]

Subject: Friendly Rent Payment Reminder

Dear [Tenant Name],

We hope you are doing well.

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

If you have already sent your payment, please disregard this notice. If not, we kindly ask that you make the payment at your earliest convenience using your preferred payment method.

If you are experiencing any issues or have questions regarding your balance, please reach out to us so we can discuss the situation.

Thank you for being a valued tenant.

Sincerely,

[Landlord/Property Manager Name]

[Contact Phone Number]

[Contact Email]