

Date: [Current Date]

Tenant Name: [Tenant Full Name]

Property Address: [Full Property Address]

Unit Number: [Unit Number]

Subject: Friendly Rent Payment Reminder

Dear [Tenant Name],

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

**Payment Details:**

Amount Due: \$[Amount]

Due Date: [Due Date]

If you have already sent your payment, please disregard this notice. If not, please ensure your payment is submitted by the due date to avoid any late fees as outlined in your lease agreement.

You can make your payment via the following methods:

- Online Portal: [Insert Link]
- Bank Transfer: [Insert Details]
- Check/Money Order: [Insert Instructions]

Thank you for being a valued tenant. If you have any questions or are experiencing issues with the payment system, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Management Name/Landlord Name]

[Company Name]

[Contact Information]