

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Property Address]

Subject: Friendly Reminder: Rent Due for [Month/Period]

Dear [Tenant Name],

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

To make this process as easy as possible, we accept digital payments through the following platforms:

- **Payment Portal:** [Insert Link/URL]
- **Venmo/Zelle/CashApp:** [Insert Username or Phone Number]
- **Bank Transfer:** [Insert Instructions or Account Details]

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

Thank you for your prompt attention to this matter.

Best regards,

[Your Name/Property Management Name]

[Your Contact Information]