

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Property Address]

Dear [Tenant Name],

Season's greetings! We wish you a wonderful and joyous holiday season.

This is a friendly reminder that your rent payment for the month of [Month] is due on [Due Date]. The total amount due is \$[Amount].

With the busy holiday schedule, we wanted to send this quick note to help you avoid any late fees. You can make your payment via [Insert Payment Method, e.g., Online Portal, Check, etc.].

If you have already sent your payment, please disregard this message. Should you have any questions or concerns regarding your tenancy, please feel free to reach out.

Happy Holidays!

Best regards,

[Your Name/Property Manager Name]

[Your Phone Number]

[Your Email Address]