

Date: [Insert Date]

To: [Tenant Name(s)]

From: [Landlord/Property Manager Name]

Subject: Friendly Reminder: Rent Payment for [Month]

Dear [Tenant Name],

I hope you had a wonderful and relaxing holiday season.

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

We understand that the post-holiday period can be a busy time. If you have already sent your payment, please disregard this notice. Otherwise, please arrange for payment at your earliest convenience to avoid any potential late fees.

You can make your payment via [Payment Method: e.g., online portal, check, bank transfer].

If you are experiencing any issues or have questions regarding your balance, please reach out to me directly at [Phone Number] or [Email Address].

Thank you for being a valued tenant.

Best regards,

[Your Signature]

[Your Printed Name]