

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: Friendly Reminder: Rent Payment Due

Dear [Tenant Name],

I hope you are doing well and enjoying your stay at [Property Address].

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

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

You can make your payment via [Payment Method: Online Portal/Check/Bank Transfer].

If you have any questions or are experiencing any issues with the payment process, please feel free to contact me at [Phone Number] or [Email Address].

Thank you for being a valued tenant.

Best regards,

[Landlord/Manager Name]

[Company Name, if applicable]