

[Property Management Company Name]
[Address]
[Phone Number]
[Email]

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Subject: Friendly Reminder: Rent Payment Due

Dear [Tenant Name],

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

We understand that things can get busy, and this may have simply slipped your mind. If you have already sent your payment, please disregard this notice.

If you have not yet made the payment, please do so at your earliest convenience via [Payment Method: Online Portal/Check/In-Person].

If you are experiencing any issues or have questions regarding your account balance, please contact our office as soon as possible so we can assist you.

Thank you for being a valued resident.

Sincerely,

[Your Name/Property Manager Name]
[Property Management Company Name]