

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Tenant Name]  
[Tenant Business Name]  
[Property Address/Suite Number]  
[City, State, Zip Code]

**Subject: Friendly Reminder: Rent Payment for [Month/Year]**

Dear [Tenant Name],

This is a friendly reminder that we have not yet received the rent payment for the commercial premises located at [Property Address], which was due on [Due Date].

According to our records, the outstanding balance is \$[Amount].

We understand that things can get busy, and this may have simply slipped your mind. If you have already sent the payment, please disregard this notice. Otherwise, we kindly ask that you arrange for payment at your earliest convenience to ensure your account remains up to date.

Payment can be made via [Insert Payment Method: e.g., Bank Transfer, Online Portal, or Check].

If you are experiencing any issues or have questions regarding your statement, please do not hesitate to contact our office at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter and for being a valued tenant.

Best regards,

[Your Signature]  
[Your Printed Name]  
[Your Title/Property Management]