

Subject: Friendly Reminder: Rent Payment for [Property Address]

Dear [Tenant Name],

We hope you are having a great week.

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

If you have already sent your payment, please disregard this notice. If not, we kindly ask that you submit your payment as soon as possible via your preferred method.

If you are experiencing any issues or have questions regarding your payment, please reach out to us at [Phone Number] or [Email Address] so we can assist you.

Thank you for being a valued resident.

Best regards,

[Your Name/Property Management Name]

[Contact Information]