

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

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

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

Dear [Tenant's Name],

This is a friendly reminder that we have not yet received your rent payment for the month of [Month], which was due on [Due Date]. According to our records, the total amount currently outstanding 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.

If you have not yet made the payment, please do so at your earliest convenience. You can pay via [Mention Payment Method, e.g., online portal, check, etc.].

If you are experiencing any financial difficulties or if there is an error in our records, please contact me as soon as possible at [Your Phone Number] or [Your Email Address] so we can discuss the situation.

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

Best regards,

[Your Signature]  
[Your Printed Name]