

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Tenant's Name],

I hope this message finds you well. This letter serves as a friendly reminder that your rent payment of [amount] is due on [due date]. Please ensure that the payment is made by the due date to avoid any late fees as outlined in your lease agreement.

If you have already sent your payment, please disregard this notice. If you have any questions or concerns, feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Title/Position]
[Your Company/Property Management Name, if applicable]