

[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! I wanted to send you a friendly reminder regarding [specific topic, e.g., rent payment due date, maintenance request, etc.].

[Briefly explain the situation or details, e.g., "As a reminder, your rent is due on the first of each month. Please ensure it is submitted by that date to avoid any late fees."]

If you have any questions or need assistance, please feel free to reach out. Thank you for your attention to this matter!

Best regards,

[Your Name]  
[Your Title, if applicable]  
[Your Company, if applicable]