

[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],

Subject: Reminder of Late Rent Payment

I hope this message finds you well. This letter is to remind you that your rent payment for the month of [Month] is now overdue. As of today, [Date], the total amount outstanding is [Amount Due].

As per our rental agreement, the rent was due on [Due Date]. Please arrange for the payment to be made as soon as possible to avoid any late fees and further action.

If you have already sent your payment, please disregard this letter. If you are experiencing difficulties, I encourage you to reach out to discuss your situation.

Thank you for your prompt attention to this matter.

Sincerely,

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