

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder that the rental payment for [Property Address] is due on [Due Date].

As of today, the amount of [Amount Due] is outstanding. Please ensure that the payment is made by the due date to avoid any late fees or inconveniences.

If you have already made the payment, please disregard this notice.

Should you have any questions or concerns regarding your rental payment, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title / Position, if applicable]