

[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. I am writing to remind you that the rent payment for [Property Address] was due on [Due Date]. As of today, we have not yet received your payment of [Amount Due].

We understand that unforeseen circumstances can arise, and if there are any issues that you would like to discuss, please feel free to reach out. It's important that the payment is made by [New Deadline] to avoid any late fees or additional consequences as outlined in our rental agreement. Thank you for your attention to this matter. We look forward to resolving this promptly.

Best regards,

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