

[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: Overdue Rent Payment

I hope this message finds you well. I am writing to address the overdue rent payment for the month of [Specify Month/Date], which remains unpaid as of today. The total amount due is [\$Amount].

As per the terms of your lease agreement, rental payments are due on the [due date] of each month. I kindly request that you make this payment as soon as possible to avoid any late fees or further actions.

If you are experiencing financial difficulties or have questions regarding this matter, please do not hesitate to reach out to me. I am willing to discuss potential solutions.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position if applicable]
[Your Signature (if sending a hard copy)]