

[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: Late Rent Payment Notice

I hope this message finds you well.

I am writing to inform you that I have yet to receive your rent payment for the month of [Month] that was due on [Due Date]. As of today, the total amount outstanding is [Amount].

Please be reminded that timely payment of rent is crucial for maintaining your lease agreement. I kindly ask you to arrange for the payment at your earliest convenience to avoid any late fees or further action.

If you are experiencing any difficulties or have questions regarding your payment, please feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]