

[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 Reminder

I hope this message finds you well. This is a gentle reminder that your rent payment for the month of [Month/Year] was due on [Due Date] and has not yet been received. According to our records, the amount of [Amount Due] is currently outstanding.

Please arrange for this payment at your earliest convenience to avoid any late fees. If you have already sent the payment, please disregard this notice.

If you are experiencing any difficulties, feel free to reach out to discuss your situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]