

[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 Rental Payments

I hope this message finds you well. I am writing to bring to your attention the matter of your recent rental payments. As of [specific date], we have not received your rent payment due on [due date].

Per the lease agreement, rent is due on the [due date] of each month. As of now, your account shows an outstanding balance of [amount].

I understand that circumstances can arise that may affect timely payments. If you are experiencing difficulties or have already sent your payment, please reach out to me as soon as possible to discuss the situation.

To avoid any late fees or further action, I kindly request that the payment be made by [new payment deadline]. Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Title/Position, if applicable]  
[Property Management Company Name, if applicable]