

[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],

Subject: Overdue Rent Payment Notice

I hope this message finds you well. According to our records, we have not yet received your rent payment for the month of [Month/Year]. The amount due is [Amount Due], and as of today, it is [Number of Days] days overdue.

This is a friendly reminder that timely payment is critical for maintaining a good rental relationship. Please make the payment by [New Due Date - typically 5-10 days from the date of this notice] to avoid any late fees or further action.

If you have already sent your payment or are facing difficulties, please reach out to me as soon as possible so we can discuss your situation.

Thank you for your attention to this matter. I look forward to resolving this with you promptly.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]