

[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],

I hope this message finds you well. I am writing to address the recent late submission of your rent payment for the month of [Month/Year]. According to our rental agreement, rent is due on the [due date], and I have not yet received your payment.

I understand that circumstances can arise which may delay payments. If you are experiencing any difficulties, please feel free to reach out so we can discuss your situation. Open communication is important, and I am here to assist if possible.

Please ensure that your payment is submitted by [new deadline, if applicable] to avoid any late fees or further action as outlined in our rental agreement.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title or Position, if applicable]