

[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. This letter serves as a gentle reminder regarding the overdue rent payment for the month of [Month/Year], which was due on [Due Date]. As of today, the outstanding amount is [Amount Due].

We understand that unforeseen circumstances may arise, and if you are experiencing any difficulties, please feel free to reach out to discuss potential arrangements.

We kindly request that the overdue payment is made by [New Due Date]. If payment is not received by then, we may have to consider further actions in accordance with the lease agreement.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

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