

[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],

I hope this message finds you well. I am writing to remind you that your rental payment for the property located at [Property Address] was due on [Due Date]. As of today, we have not yet received the payment.

The total amount due is [Total Amount Due], which includes any late fees as specified in the lease agreement. We kindly ask that you remit the outstanding payment by [New Deadline].

If you have already sent the payment, please disregard this notice. However, if you are experiencing difficulties or have any questions regarding your payment, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

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