

Subject: Late Rent Payment Notification

Dear [Tenant's Name],

I hope this message finds you well. This is a friendly reminder that your rent payment for [Month] was due on [Due Date] and has not yet been received.

Please let us know if there are any issues or if you require assistance.

It's important to us to maintain open communication, and we want to ensure that everything is okay.

We kindly ask that you arrange the payment as soon as possible to avoid any late fees and potential legal actions.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Property Management Company Name]