

[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 follow up regarding the rent payment for [Month/Period] that was due on [Due Date]. As of today, I have not yet received the payment.

The total amount due is [Amount Due]. Please ensure that the payment is made by [New Due Date] to avoid any late fees or further actions.

If you have already sent the payment, please disregard this notice.

Otherwise, feel free to reach out if you are facing any issues or require assistance. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]