

[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 remind you that your rent payment for the month of [Month] was due on [Due Date]. As of today, it has not been received.

The total amount due is [Amount]. Please make your payment at your earliest convenience to avoid any late fees as outlined in your lease agreement.

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

Thank you for your attention to this matter.

Sincerely,

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