

[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 is a friendly reminder that your rent payment for the month of [Month] was due on [Due Date] and is currently late.

The total amount due is [Amount Due]. Please ensure this payment is made as soon as possible to avoid any late fees or further action.

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

Otherwise, feel free to reach out if you are experiencing any difficulties or have any questions regarding your payment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position if applicable]