

[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],

Subject: Overdue Rent Payment Notification

I hope this message finds you well. I am writing to inform you that your rent payment for the month of [Month] is currently overdue. As of today's date, the amount of [\$Amount] has not been received.

According to our lease agreement, rent is due on the [Due Date] of each month. Please be aware that late fees may be incurred if payment is not made promptly.

To avoid further complications, I kindly request that you remit the outstanding payment by [New Deadline]. If you are experiencing difficulties, please reach out to discuss potential solutions.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Signature (if sending a hard copy)]