

****Subject: Late Rent Payment Notification****

Dear [Tenant's Name],

I hope this message finds you well. I am writing to discuss an important matter regarding your recent rent payment for [Property Address].

As of [Date], we have not yet received your payment for the month of [Month]. According to our records, the payment was due on [Due Date]. We understand that circumstances can arise that may prevent timely payment, and we want to work with you to address any issues you may be facing. Please let us know if there are specific challenges that have led to this delay. We are here to assist you and explore possible solutions. It is essential to communicate about any difficulties so that we can manage the situation together.

To avoid any late fees or further complications, we kindly ask that you make the payment by [Final Deadline Date]. Should you require an extension or have questions about your payment options, don't hesitate to reach out.

Thank you for your attention to this matter. We appreciate your cooperation and look forward to resolving this promptly.

Warm regards,

[Your Name]

[Your Title/Position]

[Contact Information]

[Property Management Company Name, if applicable]

[Date]