

[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 the rent payment for the month of [Month] is currently overdue. As per the terms of our lease agreement, the rent was due on [Due Date].

The total amount due is [Amount Due]. Please make the payment by [New Deadline] to avoid any late fees or further action. If there are any issues or if you need to discuss your situation, feel free to reach out. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]