

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to remind you that the rent payment for [Month/Year] is due on [Due Date].

As per our agreement, the total amount due is [Amount]. Please let me know if you require any further information from my side.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Apartment/Unit Number]