Friendly Reminder Late Rent Notice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

**Date:** [Insert Date]

Tenant's Name

Tenant's Address

City, State, Zip Code

**Dear [Tenant's Name],**

I hope this message finds you well. This letter serves as a friendly reminder regarding your rent payment for the premises located at [Rental Property Address].

**Details of Late Payment:**

* **Amount Due:** $[Amount]
* **Rental Period**: [Month/Year]
* **Late Fee:** $[Amount], as specified in the lease agreement

**Request:**

We kindly remind you that your rent payment for [Month/Year] has not been received. We understand that oversights can happen, and we kindly request that you submit your payment at your earliest convenience to avoid any further inconvenience.

**Payment Options:**

Please refer to your lease agreement for details on payment methods and late fees. If you have any questions or need assistance, feel free to reach out to me at [Phone Number] or via email at [Email Address].

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

Warm regards,

Your Name

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