

Landlord Rent Payment Reminder Letter

Date: _____

To:

Tenant Name: _____
Address: _____

Dear [Tenant Name],

This is a friendly reminder that your rent payment for the property located at [Rental Property Address] is [due / overdue] as of [Due Date]. According to the terms of your lease agreement, your monthly rent amount is [\$____].

[If rent is overdue, include the following:]

Our records indicate that as of today, your payment has not yet been received. We kindly request that you submit the outstanding rent payment at your earliest convenience to avoid potential late fees or further action.

Rent Details:

Rent Due Amount: [\$____]

Due Date: [MM/DD/YYYY]

Late Fee (if applicable): [\$____]

Please make your payment to the following account or address:
[Landlord's Payment Details]

If you have already sent the payment, please disregard this reminder. If you have any questions or concerns regarding your rent payment, feel free to contact me directly at **[Landlord's Phone/Email]**.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord Name]

[Landlord Address]

[Landlord Phone/Email]