

# Rent Collection Letter

Re: Rent Collection Notice

Dear [Tenant's Name],

I hope this letter finds you well. This is a friendly reminder regarding the outstanding rent payment for the property located at [Rental Property Address]. As of [Due Date], your rent payment for the month of [Month] has not been received.

We understand that unforeseen circumstances can arise, leading to delays or difficulties in making timely payments. However, it is essential to address this matter promptly to maintain a good tenant-landlord relationship and fulfill your obligations as stated in the lease agreement.

As per the terms of our rental agreement, the total amount due for the rent is [Rent Amount]. Please ensure that payment is made in full within [Number of Days, e.g., 7 days] from the date of this letter.

You have the following options for submitting the payment:

1. Online Payment: You can conveniently make a secure online payment through our preferred payment platform. Please refer to the instructions provided in the separate email sent to you containing the payment details.

2. Check or Money Order: You may also submit a check or money order payable to [Your Name].

Please mail or deliver it to the following address: [Your Address].

Please note that late payment may incur additional charges as per the terms outlined in the lease agreement. We encourage you to settle the outstanding amount promptly to avoid any inconvenience or potential consequences.

If you have any questions or require assistance, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. We are here to help and find a mutually agreeable solution.

We value your tenancy and hope to resolve this matter amicably. Your cooperation is greatly appreciated. Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]