

Professional Letter

Dear [Tenant's Name],

This is a formal reminder that your rent payment for [Property Address] for the month of [Month] is currently overdue. As of today, the amount of [Amount Due] has not been received.

We kindly request that the payment be made within the next [Number of Days] days to avoid any late fees or further action. Please contact us if you have any issues with payment or require assistance.

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Property Manager Name]

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