

Formal Letter

Dear [Tenant's Name],

This letter serves as a polite reminder that your rent for [Property Address] for the month of [Month] is due shortly. Kindly ensure payment of [Amount Due] is made by [Due Date] to avoid late fees.

We value your tenancy and hope to resolve this matter smoothly. Please reach out if you anticipate any delay.

Best regards,

[Landlord/Property Manager Name]

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