

Friendly reminder for rent payment

Subject: Rent Payment Reminder

Dear [Tenant Name],

This is a reminder that your rent payment for [Property Address] in the amount of [Rent Amount] is due on [Due Date]. Please ensure that payment is made promptly to avoid late fees as outlined in your lease agreement.

If you have already made the payment, please disregard this notice. For any questions, contact our office.

Thank you for your attention.

Sincerely,

[Landlord/Property Manager Name]

[Date]

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