

Template 1: Friendly Reminder for First Missed Payment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Subject: Friendly Reminder – Rent Payment Overdue

Dear [Tenant's Name],

I hope this message finds you well. I am writing to remind you that your rent payment for the month of [Month], which was due on [Due Date], has not yet been received. I understand that sometimes things can slip our minds, and unexpected issues can arise that might prevent timely payments.

As per our lease agreement, rent is due by the [Specific Day] of each month. As of today, the payment is [Number of Days Late] days late. Please let us know if there are any issues or if you need any assistance.

We kindly ask that you make the payment by [New Due Date] to avoid any late fees as outlined in your lease agreement. You can make the payment via [Payment Methods].

If you have any questions or if there's any way I can assist you, please do not hesitate to reach out either by email at [Your Email] or phone at [Your Phone Number].

Thank you for your prompt attention to this matter. We appreciate your cooperation and understanding.

Warm regards,

[Your Name]

[Your Position, if applicable]