

Letter to Tenant to Pay Rent on Time

[Landlord/Property Management Company's Name]
[Landlord/Property Management Company's Address]
[City, State, Zip Code]

[Date]

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

Dear [Tenant's Name],

This letter is to remind you that your rent is due and payable on the 1st day of each month, and late if paid after the 5th day of the month. To date, we have not received your full monthly rent payment. We would appreciate if you could make your payment as soon as possible to avoid any late fees or disruptions to your service. If you have any questions, please do not hesitate to contact us. Thank you for your attention to this matter.

Sincerely,

Landlord/Property Management Company
[Signature]
[Name of Landlord]
[List of Enclosures]