

Rent collection letters

Best Landlord Software | version 2026-10-15

Routine reminders only. Not legal demand notices or eviction forms. Complete every bracketed field and check the ledger before sending.

Return: <https://bestlandlordsoftware.com/rent-collection/rent-collection-letter/>

1. Before the due date

Subject: Rent reminder for [rent period].

Hello [tenant name].

This is a reminder that rent of [amount] for [rent period] is due on [agreed due date] under your lease.

Please use [agreed payment route]. If you have already scheduled a payment, thank you. We will check the payment status before sending any further reminder.

If the amount or date does not match your records, please reply through [known contact route] so we can check it. Do not send bank passwords or identity documents by ordinary email.

Thank you.

[Name of landlord or sender].

2. Balance check after the due date

Subject: Please check the rent balance for [rent period].

Hello [tenant name].

Our rent ledger currently shows an open balance of [amount] for [rent period], checked on [date and time]. The breakdown is:

- Opening balance: [amount].
- Rent charge: [amount].
- Payments and credits recorded: [amount and dates].
- Balance still shown: [amount].

If you have paid, please reply through [known contact route]. Give the payment date and reference. If you believe the balance is wrong, tell us which item you dispute. We will check the record before taking a further step.

If payment remains due, please use [agreed payment route]. Contact us through [known contact route] if you need to discuss the payment process.

This is a routine balance message, not a formal legal notice.

Thank you.

[Name of landlord or sender].

3. Reply when the tenant disputes a balance

Subject: Review of the rent balance for [rent period].

Hello [tenant name].

Thank you for raising a question about [the specific charge or payment]. We have marked that item for review.

Please confirm [the narrow fact needed, such as a payment date or reference]. Do not send a full bank statement if a redacted payment confirmation will answer the question. We will compare it with our ledger and payment records.

We will send you the checked breakdown and explain any correction. Our next update will be through [known contact route] on [date you can meet].

Thank you.

[Name of landlord or sender].