

Tenancy Agreement Issue Communication

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

I hope this message finds you well. We would like to address an issue related to your tenancy agreement for the property located at [Property Address].

It has come to our attention that [describe the issue clearly, e.g., "the rent payment for the month of [Month] has not been received"]. We kindly ask you to [state the action required, e.g., "remit the outstanding payment by [due date]"].

If you have any questions or need to discuss this matter, please do not hesitate to contact us at [Contact Information]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]