

# Late Lease Payment Reminder

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to remind you that your lease payment originally due on [Insert Due Date] has not yet been received. The total amount outstanding is [Insert Amount].

Please arrange for the payment to be made by [Insert New Due Date] to avoid any late fees as per the lease agreement.

If you have already sent your payment, please disregard this notice. Otherwise, if you are experiencing any difficulties or have questions regarding this matter, feel free to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]