

# Overdue 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. This is a friendly reminder that your lease payment for the property located at [Property Address] is now overdue. The payment was due on [Due Date] and the total amount outstanding is [Amount Due].

Please make arrangements to remit this payment at your earliest convenience to avoid any late fees or penalties. If you have already made this payment, please disregard this notice.

For your convenience, the payment can be made via [Payment Method]. If you have any questions or concerns, please feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]