

# Repossession Reminder

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Dear [Tenant's Name],

This letter serves as a formal reminder regarding the terms of your lease agreement for the property located at [Property Address]. As of [Insert Due Date], we have not received your rental payment for the month of [Insert Month].

As per our lease agreement, failure to pay rent may lead to repossession of the property. We kindly request that you arrange for payment by [Insert New Due Date] to avoid further action.

If you have already sent your payment, please disregard this notice. Otherwise, please contact us immediately to discuss your situation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position if applicable]