

Payment Procedures for Leaseholders

Date: [Insert Date]

[Leaseholder's Name]

[Leaseholder's Address]

[City, State, Zip Code]

Dear [Leaseholder's Name],

We hope this message finds you well. This letter serves to outline the payment procedures for your leasehold payments.

Payment Due Dates

Your lease payments are due on the [Insert Due Date, e.g., 1st of each month].

Payment Methods

You can make your payments using the following methods:

- Online Payment: Visit our website at [Insert Website URL].
- Bank Transfer: Please use the following details:
 - Account Name: [Insert Account Name]
 - Account Number: [Insert Account Number]
 - Sort Code: [Insert Sort Code]
- Cheque: Please make your cheque payable to [Insert Payable To] and send it to [Insert Mailing Address].

Late Payments

In the event that a payment is not received by the due date, a late fee of [Insert Late Fee Amount] will be applied.

Contact Information

If you have any questions regarding your lease, please do not hesitate to contact our office at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]