

Late Payment Warning Notice

Date: [Insert Date]

To: [Leaseholder's Name]

Address: [Leaseholder's Address]

Dear [Leaseholder's Name],

This letter serves as a notice regarding your late payment for the lease dated [Insert Lease Date]. According to our records, the payment of [Insert Amount] due on [Insert Due Date] has not been received.

We understand that oversights may happen, and we kindly ask that you address this matter at your earliest convenience. Please ensure that the payment is made by [Insert New Deadline] to avoid any further action.

If you have already made the payment, please disregard this notice. For questions or concerns, feel free to reach out to our office at [Insert Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]