

Overdue Lease Payment Notification

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 bring to your attention that your lease payment for the month of [Insert Month] due on [Insert Due Date] has not yet been received. As of today, the total amount overdue is [Insert Amount].

We understand that unforeseen circumstances can arise, and we are here to assist you in resolving this matter. Please make the payment at your earliest convenience to avoid any late fees or further actions.

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties, we encourage you to contact us to discuss possible arrangements.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]