

# Automated Lease Payment Reminder

Dear [Tenant's Name],

This is a friendly reminder that your lease payment of **[\$[Amount]** is due on **[Due Date]**.

Please ensure that the payment is made by the due date to avoid any late fees. You can submit your payment online through your tenant portal or via the usual payment method.

If you have already submitted your payment, please disregard this message. For any questions or concerns, feel free to contact us at **[Contact Information]**.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Contact Information]