

## **Friendly Reminder: Lease Payment Due**

Dear [Tenant's Name],

I hope this message finds you well. This is a friendly reminder that your lease payment for [Property Address] is due on [Due Date].

The total amount due is [Amount]. Please ensure that the payment is made by the due date to avoid any late fees.

If you have already sent the payment, please disregard this notice. Should you have any questions or concerns, feel free to reach out.

Thank you for your attention to this matter!

Best regards,

[Your Name]

[Your Title/Position]

[Your Contact Information]