

Late Lease Payment Reminder

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a reminder that your lease payment for the month of [Insert Month] is currently overdue. The payment was due on [Insert Due Date], and as of today, we have not yet received it.

Please arrange for the payment of [Insert Amount Due] as soon as possible to avoid any late fees or further action. If you have already sent the payment, please disregard this notice.

If you are facing any difficulties or have any questions regarding this matter, please feel free to reach out to us at [Insert Contact Information]. We value you as a tenant and want to ensure a positive rental experience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]