

Lease Payment Due Notification

Date: [Insert Date]

Dear [Tenant's Name],

This is a friendly reminder that your lease payment for the property located at [Property Address] is due on [Due Date]. Please ensure that the payment of [Amount Due] is made by this date to avoid any late fees.

Payment can be made via [Payment Methods]. If you have already sent your payment, please disregard this notice.

If you have any questions or concerns, feel free to reach out to us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]