

Lease Payment Reminder

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

This is a friendly reminder that your lease payment for the commercial property located at [Property Address] is due on [Due Date]. As per our lease agreement, the total amount due is [Amount Due].

Please ensure that the payment is made by the due date to avoid any late fees. If you have already made this payment, please disregard this notice.

Thank you for your attention to this matter. If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]