

Lease Payment Reminder

Date: [Insert Date]

Dear [Tenant's Name],

This is a friendly reminder that your monthly lease payment for the property located at [Property Address] is due on [Due Date].

Amount Due: \$[Amount]

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

If you have any questions or require assistance, feel free to contact us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]