

Lease Terms Clarification

Date: [Insert Date]

To: [Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to address the recent issue concerning the bounced check for the rent due on [Insert Due Date]. As outlined in our lease agreement, timely rent payment is essential to maintain the terms of our leasing arrangement.

To clarify, the following lease terms pertain to payment methods and consequences of returned checks:

- Rent is due on the [Insert Due Date] of each month.
- Acceptable payment methods include [List Acceptable Payment Methods].
- A fee of [Insert Fee Amount] will be imposed for any returned checks.
- Failure to remedy this situation may lead to further actions as specified in the lease agreement.

Please ensure that the payment is resolved by [Insert Resolution Date] to avoid any further complications. If you have any questions or need assistance, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Title/Position, if applicable]
[Your Contact Information]