

Lease Payment Delinquency Alert

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notification regarding the overdue lease payment for the property located at [Property Address]. As of [Insert Due Date], we have not received your payment of [Insert Amount].

We kindly ask that you remit the outstanding amount by [Insert Deadline Date] to avoid any further action.

If you have already made the payment or believe this notice is in error, please contact us at [Your Contact Information] to resolve the matter promptly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]