

Lease Payment Follow-Up

Dear [Tenant's Name],

I hope this message finds you well. I am writing to remind you that the lease payment for the property located at [Property Address] was due on [Due Date]. As of today, we have not yet received the payment.

If you have already sent the payment, please disregard this notice. Otherwise, we kindly ask that you make the payment at your earliest convenience to avoid any late fees. The total amount due is [Amount].

If you are experiencing any difficulties or have questions regarding the payment, feel free to reach out to me directly. We are here to assist you.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title/Position]

[Your Contact Information]