

# Lease Payment Reminder

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

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

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 sent your payment, please disregard this notice. If you have any questions or concerns, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]