

Overdue Lease Payment Notice

Date: [Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice regarding the overdue lease payment for the property located at [Property Address]. According to our records, the payment due on [Due Date] in the amount of [Amount] has not yet been received.

We kindly request that you remit the payment by [New Due Date] to avoid late fees or further action. If you have already made the payment, please disregard this notice.

We appreciate your prompt attention to this matter. If you have any questions, please do not hesitate to contact us at [Landlord's Contact Information].

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]