

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice Regarding Lease Agreement Payment Clause - [Property Address]

Dear [Recipient Name],

I am writing to formally reference the payment terms outlined in our Lease Agreement dated [Date of Lease Signing] for the property located at [Property Address].

Specifically, I would like to draw your attention to Clause [Insert Clause Number, e.g., 4.2], which states: "[Insert Quote of the Payment Clause from the Lease]".

According to this provision, the payment of [Rent Amount] is due on the [Day of Month] of each month. This letter serves as a reminder that [mention specific reason for letter, e.g., the payment method has changed / a payment is currently overdue / a late fee is being applied as per the agreement].

Please ensure that all future payments are made in accordance with these agreed-upon terms to avoid any breach of contract or late penalties.

If you have any questions regarding this clause or wish to discuss this matter further, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]