

Commercial Lease Payment Due Notice

This **commercial lease payment due notice form sample** is designed to help landlords inform tenants about upcoming rent payments clearly and professionally. It ensures all payment details and deadlines are communicated effectively to avoid any misunderstandings. Use this sample to streamline your leasing process and maintain positive tenant relationships.

Landlord/Property Manager:

Tenant Name/Business:

Property Address:

Lease Reference/Unit No.:

Payment Period (e.g., June 2024):

Amount Due:

Due Date:

Payment Method:

Additional Notes/Instructions:

Notice:

Please ensure your payment is made by the due date to avoid late fees or potential lease default in accordance with your lease agreement. If payment has already been made, please disregard this notice.

Landlord/Manager Signature:

Date:

Tenant Receipt Acknowledgment:

Date: