

1ST LETTER REQUESTING LAST RENT PAYMENT

(Caption)

(Addressee)

Re: Parcel No(s). _____

Dear _____:

This is a reminder that this office has not received your lease payment for the month of _____, 20____.

As per the terms of your Lease Agreement with the Department, the payment is due on the first (1st) day of each month.

Please send or bring your payment to this office within the next ten (10) days so that your account with the Department will be kept current.

If you have already mailed your payment, please accept the Department's thanks.

Yours very truly,

(Name and title)

XXX/xxx

cc: Headquarters Real Estate Agent