

**REMINDER**

Tenant Name.....

Date.....

Address:

P.O. Box.....

.....

Dear Mr. /Ms. ....

We hereby draft this letter to draw to your attention the fact you have some outstanding rental dues as of the date of my writing. We hence demand Kshs...../= for the periods owed with immediate effect.

Kindly note that this is a serious issue that demands your prompt attention. In the unlikely event that you do not hit/communicate on or before the stated deadline, we shall institute the necessary measures to recover the amounts due.

Note, according to the terms your rental agreement, you are also responsible for a late rent fee of Kshs ...../=. In combination with the rent payment, the total amount of Kshs..... is due by ...../...../.....

Please pay the amounts due Via Lipa na M-Pesa Pay bill/Business No. 743994, A/c No. *Your designated a/c No.* or directly deposit to KCB Bank A/c No. 1177934779, Busia Branch.

In case of any issues, reach us via 0796106612/0797597530.

Best regards,

The Administrator,

For, Lesa Int'l Agencies