

SAMPLE DOCUMENT

Date: _____ (1) _____

TO: (Insert Name and Address)

FROM: (Insert your Name and Address)

The amount of \$ _____ (2) _____ was due on _____ (3) _____
for the period of _____ (4) _____ for the space which you are currently renting.

Please bring your payment to the address shown below or telephone us immediately.

Please disregard this notice if you have already sent us your remittance.

Phone: _____ (5) _____
_____ (6) _____

NOTICE

The information in this document is designed to provide an outline that you can follow. Due to the variances of many local, city, county and state laws, we recommend that you seek professional legal counseling before entering into any contract or agreement.