

7/10/2018

Dear John Doe,

Congratulations and welcome to your new home!

Just as a reminder rent is due on the first day of every month. Rent is _____ per month and your lease term is _____ months as stated in your lease agreement. Rent payments can be received in person by calling _____ at _____ or by mailing the payment in Check form, Payable to _____, to

**John Doe
123 Main Street
Massillon, OH 44647**

All Mailed payments must be received by the end of the Second day of the month to avoid a late Fee.

We are glad that you found a new place to call home and we hope the moving process goes well for you. If you have any questions about your lease or your new rental please give me a call.

It has been a pleasure working with you.

Thank you for your time and consideration.