From,

**Letter Requesting Rent Payment**

Mr. Rakesh Singh

21/1, 5 Pen Road, Alipore Kolkata-07

Date: July 18th, 2020 To,

Mr. Suresh Rao

9/7 Sulekha, Jadavpur Kolkata-23

Subject: Request for rent payment Dear Mr. Suresh,

I hereby would like to inform you that the due date for payment for the rent was 01.07.2020. However, I decided to extend the due date by some days and gave you the final deadline for paying the rent by 10.07.2020. Even after the extension of the mentioned due date, I have not received the payment.

I request you to pay the rent as soon as possible.

Thanking you, Rakesh Singh