

Letter Requesting Rent Payment

From,
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

