

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF UNPAID RENT

Dear [Tenant Name],

This letter serves as a formal notice regarding the past due rent for the commercial premises located at [Property Address].

According to our records, your account is currently in arrears for the following period(s) and amount(s):

- [Month/Year]: \$[Amount]
- Late Fees: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

As per the terms of your lease agreement dated [Lease Start Date], rent is due on the [Day] of each month. Your payment is now [Number] days overdue.

Please remit the total balance of \$[Total Amount] to our office by [Deadline Date] to avoid further action, which may include legal proceedings or the initiation of the eviction process as permitted by your lease and local law.

If you have already sent this payment, please disregard this notice. If you have any questions or wish to discuss a payment plan, please contact [Contact Person Name] at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]