

[Landlord Name or Company Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Tenant Name]

[Business Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF LATE RENT PAYMENT

Dear [Tenant Name],

This letter serves as a formal notice that your rent payment for the premises located at [Property Address] is currently overdue. According to our records, we have not received the payment for the period of [Month/Period], which was due on [Due Date].

The total amount currently outstanding is as follows:

- Base Rent: \$[Amount]
- Late Fee (as per lease agreement): \$[Amount]
- Other Charges (if applicable): \$[Amount]
- **Total Due: \$[Total Amount]**

Please remit the total amount due immediately to avoid further action or additional penalties as outlined in your commercial lease agreement. If you have already sent this payment, please disregard this notice.

If you are experiencing financial difficulties or have questions regarding your account balance, please contact our office at [Phone Number] or [Email] to discuss this matter.

Thank you for your prompt attention to this overdue balance.

Sincerely,

[Signature]

[Printed Name]

[Title/Landlord/Property Manager]