

Date: [Insert Date]

To: [Tenant Name/Business Name]

Address: [Tenant Mailing Address]

Premises: [Suite/Unit Number, Property Address]

RE: NOTICE OF OUTSTANDING LEASE BALANCE

Dear [Contact Person Name],

This letter serves as a formal statement regarding the outstanding balance on your commercial lease for the premises mentioned above. According to our records, your account currently shows an overdue amount.

The breakdown of the unpaid balance is as follows:

Description (Rent/CAM/Late Fees)	Period Covered	Amount Due
[Item 1]	[Date Range]	[\$[0.00]]
[Item 2]	[Date Range]	[\$[0.00]]
Total Outstanding Balance		[\$[0.00]]

Please remit the total payment of **[\$[Total Amount]]** by [Due Date] to avoid further late penalties or formal default proceedings as outlined in your lease agreement.

Payment can be made via [Check/ACH/Online Portal]. If payment has already been sent, please disregard this notice.

If you believe there is an error in this statement or if you wish to discuss a payment arrangement, please contact our office immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]