

URGENT NOTICE: FORMAL DEMAND FOR RENT ARREARS

Date: [Insert Date]

To:

[Tenant Name]

[Tenant Business Name]

[Property Address]

From:

[Landlord/Property Manager Name]

[Landlord Address]

RE: Notice of Lease Default for Property located at [Insert Property Address]

Dear [Tenant Name],

This letter serves as a formal demand for payment regarding overdue rent and charges associated with your lease agreement dated [Insert Lease Start Date] for the premises located at [Insert Property Address].

As of [Insert Current Date], your account is in arrears for the total amount of **[\$[Insert Total Amount]]**. This balance consists of the following:

- Rent for [Month/Period]: \$[Amount]
- Rent for [Month/Period]: \$[Amount]
- Late Fees: \$[Amount]
- Operating Expenses/CAM: \$[Amount]

The total sum of **[\$[Insert Total Amount]]** is now past due. Failure to pay this amount constitutes a default under the terms of your lease agreement.

Please remit the full balance to [Insert Payment Method/Address] within [Insert Number of Days, e.g., 5 or 7] days of the date of this letter.

If payment is not received by [Insert Deadline Date], we reserve the right to exercise all legal remedies available under the lease and applicable law, which may include interest charges, legal action for recovery, or termination of the lease and repossession of the premises.

If you have already sent payment, please disregard this notice. Otherwise, please contact [Insert Name] at [Insert Phone Number/Email] immediately to discuss your payment plan or to confirm receipt of funds.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Position]