

**DATE:** [Insert Date]

**TO (Tenant):**

[Tenant Name/Business Name]

[Property Address]

[City, State, Zip Code]

**FROM (Landlord):**

[Landlord Name/Company Name]

[Landlord Mailing Address]

[City, State, Zip Code]

**RE: NOTICE OF UNPAID RENT**

Dear [Tenant Name],

This letter serves as a formal demand for unpaid rent regarding the commercial premises located at [Property Address], as per the terms of your lease agreement dated [Lease Start Date].

As of [Today's Date], our records indicate that your account is past due in the amount of **[\$Total Amount Owed]**. This balance is broken down as follows:

- Base Rent (Due Date: [Date]): \$[Amount]
- Late Fees: \$[Amount]
- Other Charges (Specify): \$[Amount]

Please remit the total outstanding balance of \$[Total Amount Owed] within [Number] days of the date of this letter to avoid further action. Payments should be made via [Payment Method: e.g., Check, Wire Transfer, Online Portal].

If payment has already been sent, please disregard this notice. Otherwise, please contact [Contact Name] at [Phone Number] or [Email Address] immediately to discuss this matter or to rectify any discrepancies in our records.

Failure to settle this debt may result in further steps according to the terms of your lease and local commercial tenancy laws.

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]