

## FINAL NOTICE BEFORE LEGAL ACTION

Date: [Insert Date]

To: [Tenant Name/Business Name]  
Address: [Tenant Property Address]  
City, State, Zip: [City, State, Zip]

Re: Notice of Unpaid Rent - Final Demand

Dear [Tenant Name],

This letter serves as a formal final demand for payment regarding the past due rent for the commercial premises located at [Address of Leased Property].

As of [Current Date], our records indicate that your account is delinquent in the amount of \$[Total Amount Owed]. This balance consists of the following:

- Monthly Rent for [Month/Year]: \$[Amount]
- Monthly Rent for [Month/Year]: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges (specify): \$[Amount]

Total Balance Due: \$[Total Amount]

Despite previous notices sent on [Dates of Previous Notices], we have not received the outstanding balance. This is a material breach of your lease agreement dated [Lease Start Date].

**DEMAND FOR PAYMENT:** You are hereby requested to pay the full amount of \$[Total Amount] within [Number, e.g., 3 or 5] days from the date of this letter. Payment must be made by [Payment Method, e.g., Certified Check or Wire Transfer].

Failure to remit payment in full by [Deadline Date] will result in immediate further action, which may include, but is not limited to:

1. Termination of the lease agreement.
2. Commencement of eviction proceedings (Unlawful Detainer).
3. Legal action to recover unpaid rent, interest, and attorney fees.
4. Reporting the delinquency to credit agencies.

Please govern yourself accordingly. Contact [Name of Contact Person] at [Phone Number] immediately if you have any questions or to confirm payment has been sent.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Company Name]

[Contact Phone Number]

[Contact Email]