

SENT VIA CERTIFIED MAIL AND REGULAR MAIL

Date: [Insert Date]

TO:

[Tenant Name/Business Name]

[Tenant Address]

[City, State, Zip Code]

FROM:

[Landlord Name/Company Name]

[Landlord Address]

[City, State, Zip Code]

RE: FORMAL DEMAND FOR PAST DUE RENT - PRE-LITIGATION NOTICE

Dear [Tenant Contact Person Name],

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

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

- [Insert Month/Year] Rent: \$[Amount]
- [Insert Month/Year] Rent: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- Other (CAM/Utilities): \$[Amount]

Failure to receive the full payment of **[\$Insert Total Amount Due]** by **[Insert Deadline Date, e.g., 5-10 days from receipt]** will result in the Landlord taking immediate legal action to protect its interests. This may include, but is not limited to:

1. Commencement of formal eviction proceedings (Unlawful Detainer).
2. A lawsuit for the recovery of all unpaid rent, late fees, and interest.
3. Claims for attorney's fees and legal costs as permitted under the lease.
4. Termination of the lease agreement.

Please remit payment immediately to the following address:

[Insert Payment Address/Instructions]

If you believe there is an error in our records or if you have already sent payment, please contact [Insert Contact Name] at [Insert Phone Number/Email] immediately to resolve this discrepancy.

This letter is a formal prerequisite to litigation. Please govern yourself accordingly.

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., Property Manager/Landlord]