

DATE: [Insert Date]

FROM:

[Landlord Name or Management Company]

[Address Line 1]

[Address Line 2]

TO:

[Tenant Name / Business Name]

[Leased Premises Address]

[City, State, Zip Code]

RE: NOTICE OF UNPAID RENT AND DEMAND FOR PAYMENT

Dear [Tenant Contact Name],

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

According to our records, we have not received the rent payment due on [Date Rent was Due]. As per the terms of your Lease Agreement dated [Lease Start Date], a late fee has been assessed due to the delay in payment.

The total amount currently outstanding is broken down as follows:

- **Base Rent:** \$[Amount]
- **Late Fee:** \$[Amount]
- **Other Charges (if applicable):** \$[Amount]
- **TOTAL DUE:** \$[Total Amount]

Please remit the total balance of **\$(Total Amount)** immediately to the address listed above. Payments must be made via [Accepted Payment Method, e.g., Certified Check, ACH, Wire Transfer].

Failure to cure this delinquency by [Due Date for This Notice] may result in further action as permitted under the terms of your lease and local commercial landlord-tenant laws, including but not limited to the termination of your lease and legal proceedings to recover the debt.

If payment has already been sent, please disregard this notice. If you have any questions regarding this balance, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Printed Name]

[Title/Position]