

**DATE:** [Insert Date]

**TO (TENANT):**

[Tenant Name / Business Name]

[Tenant Address]

[City, State, Zip Code]

**FROM (LANDLORD):**

[Landlord Name / Company Name]

[Landlord Address]

[City, State, Zip Code]

**RE: NOTICE OF UNPAID RENT AND LEASE VIOLATION**

Dear [Tenant Name],

This letter serves as a formal demand for the payment of overdue rent regarding the commercial premises located at: **[Insert Property Address]**.

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

- Rent for the period(s) of: [Insert Months/Dates]
- Late Fees: **[\$[Insert Amount]**
- Other Charges (if applicable): **[\$[Insert Amount]**

Under the terms of your commercial lease agreement dated [Insert Lease Start Date], you are required to pay rent on time. This letter constitutes formal notice that you are currently in default of your lease obligations.

**DEMAND FOR PAYMENT:**

You are hereby requested to pay the full amount of **[\$[Insert Total Amount Due]** within [Insert Number of Days, e.g., 3 or 5] days of receipt of this notice.

Failure to remit payment or vacate the premises within the specified timeframe will result in the Landlord pursuing all legal remedies available under the law. This includes, but is not limited to, the initiation of formal eviction proceedings (Unlawful Detainer), termination of the lease agreement, and legal action to recover all unpaid rent, legal fees, and damages.

Please remit payment to the following address: [Insert Payment Instructions/Address].

If you have already sent payment, please disregard this notice. If you have any questions, please contact [Insert Contact Name] at [Insert Phone Number].

Sincerely,

[Landlord Signature]

[Landlord Printed Name]