

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

[Attorney Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Tenant Business Name]
[Property Address/Suite Number]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR PAST DUE RENT

Property Address: [Insert Property Address]
Lease Date: [Insert Date of Original Lease Agreement]

Dear [Tenant Name/Manager Name],

This law firm represents [Landlord Name], the Owner/Landlord of the premises currently occupied by [Tenant Business Name] at the address referenced above. This letter serves as a formal demand for payment of delinquent rent and associated charges pursuant to the terms of your commercial lease agreement.

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

- Past Due Rent (Period of [Start Date] to [End Date]): **[\$Amount]**
- Unpaid Common Area Maintenance (CAM) Charges: **[\$Amount]**
- Late Fees: **[\$Amount]**
- Interest/Other Charges: **[\$Amount]**

Pursuant to the terms of your Lease, failure to pay rent when due constitutes a material default. Demand is hereby made that you remit the full amount of **[\$Total Amount Owed]** to this office or [Landlord's Address] within [Number, e.g., 5 or 10] days of the date of this letter.

Failure to cure this default within the specified timeframe will leave our client with no alternative but to exercise all available legal remedies under the Lease and applicable law. This may include, but is not limited to, the commencement of eviction proceedings (Unlawful Detainer), termination of the Lease, and a lawsuit to recover all outstanding balances, future rent, attorney's fees, and court costs.

Please govern yourself accordingly. All payments should be made payable to [Entity Name] via [Certified Funds/Wire Transfer/Check].

If you have already sent payment, please provide proof of payment to our office immediately.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

CC: [Landlord Name]