

FORMAL NOTICE OF DEFAULT AND DEMAND FOR RENT

Date: [Date]

TO (Tenant):

[Tenant Name]

[Tenant Business Name]

[Property Address]

[City, State, Zip Code]

FROM (Landlord):

[Landlord Name/Entity]

[Landlord Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT FOR NON-PAYMENT OF RENT

Dear [Tenant Name],

This letter serves as formal notice that you are in default of your lease agreement dated [Lease Start Date] for the commercial premises located at [Property Address].

As of the date of this letter, you have failed to pay rent and associated charges for the following period(s):

- [Month/Year]: \$[Amount]
- [Month/Year]: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Pursuant to the terms of your lease, you are hereby required to cure this default by paying the total outstanding amount of **\$[Total Amount]** in full within [Number] days of receipt of this notice.

Payment should be made via [Payment Method, e.g., Certified Check/Wire Transfer] to the following address:

[Payment Address/Instructions]

Please be advised that if the total amount due is not received by [Deadline Date], the Landlord intends to exercise all available legal rights and remedies under the lease agreement and local law. This may include, but is not limited to, the termination of your lease, commencement of eviction proceedings, and legal action to recover all unpaid rent, late fees, interest, and legal costs.

Please govern yourself accordingly.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]

[Phone Number]

[Email Address]