

## **URGENT: FORMAL DEMAND FOR RENT**

[Landlord Name/Company Name]

[Landlord Address]

[City, State, Zip Code]

[Date]

[Tenant Name/Business Name]

[Tenant Address]

[City, State, Zip Code]

### **RE: Notice of Arrears for Commercial Premises: [Insert Property Address]**

Dear [Tenant Name],

This letter serves as a formal demand for payment of overdue rent in respect of the commercial lease dated [Date of Lease] for the premises located at [Property Address].

According to our records, you are currently in breach of your lease obligations. As of today's date, the total amount outstanding is **[\$Amount]**. The breakdown of this balance is as follows:

- [Period/Month]: **[\$Amount]**
- [Period/Month]: **[\$Amount]**
- [Late Fees/Interest]: **[\$Amount]**

Payment is required immediately. Please arrange for the total sum of **[\$Total Amount]** to be paid within [Number, e.g., 7] days of the date of this letter.

Payment should be made via [Payment Method, e.g., Bank Transfer/Check] to the following account:

Bank Name: [Bank Name]

Account Number: [Account Number]

Routing/Reference: [Reference Number]

Failure to settle this debt within the timeframe specified may result in further action without notice. This may include, but is not limited to, the commencement of legal proceedings to recover the debt, the forfeiture of the lease, or the instruction of enforcement agents, all of which may incur additional costs for which you will be liable.

If you have already made this payment within the last 24 hours, please disregard this notice.

Yours sincerely,

[Signature]  
[Typed Name]  
[Title/Position]  
[Phone Number]