

## **NOTICE OF DEMAND FOR PAST DUE RENT**

Date: [Insert Date]

**VIA: [Insert Method of Delivery, e.g., Certified Mail/Hand Delivery]**

**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 FOR THE PREMISES LOCATED AT:**

[Insert Full Address of Commercial Property]

Dear [Insert Tenant Contact Name],

This letter serves as formal notice that you are currently in default of your lease agreement dated [Insert Lease Start Date] for the commercial property mentioned above.

As of today's date, our records indicate that you have failed to pay rent for the following period(s):

- [Insert Month/Year]: \$[Insert Amount]
- [Insert Month/Year]: \$[Insert Amount]
- Late Fees: \$[Insert Amount]
- **TOTAL AMOUNT DUE: \$[Insert Total Amount]**

Demand is hereby made for the immediate payment of the total amount due. Please remit the full balance of \$[Insert Total Amount] to the Landlord by no later than [Insert Deadline Date, e.g., 5 days from receipt].

Payment should be made via [Insert Accepted Payment Method, e.g., Cashier's Check/Wire Transfer].

Failure to cure this default within the timeframe stated above may result in further legal action, including but not limited to the termination of your lease, eviction proceedings, and the pursuit of all legal remedies available under the lease agreement and local law to recover the unpaid balance, interest, and legal fees.

If you have already sent payment, please disregard this notice. Otherwise, please contact [Insert Contact Name] at [Insert Phone Number] or [Insert Email Address] immediately to discuss this matter.

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]