

DATE: [Current Date]

TO:

[Tenant Name/Business Name]

[Property Address]

[Suite/Unit Number]

[City, State, Zip Code]

FROM:

[Landlord/Property Manager Name]

[Contact Address]

[Phone Number]

RE: NOTICE OF PAST DUE RENT

Dear [Tenant Name],

This letter serves as a formal warning regarding your past due rent for the commercial premises located at [Property Address].

According to our records, your account is currently delinquent in the following amount:

- **Base Rent:** \$[Amount]
- **Late Fees:** \$[Amount]
- **Other Charges:** \$[Amount] (Specify: [Description])
- **TOTAL DUE:** \$[Total Amount]

The above total was due on [Original Due Date]. As of the date of this letter, we have not received your payment.

Please remit the full balance of \$[Total Amount] by [Payment Deadline Date] to avoid further action. Failure to resolve this debt may result in additional late fees, legal proceedings, or the commencement of the eviction process as permitted under the terms of your Lease Agreement and local laws.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and wish to discuss a payment plan, please contact our office immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]