

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

[Date]

TENANT: [Tenant Name/Business Name]

ADDRESS: [Tenant Property Address]

ATTN: [Individual Contact Person or Principal]

RE: FINAL DEMAND FOR UNPAID RENT AND NOTICE OF DEFAULT

Dear [Tenant Name],

This law firm represents [Landlord Name] ("Landlord") regarding your commercial lease agreement dated [Lease Date] (the "Lease") for the premises located at [Premises Address].

Our records indicate that you are in material breach of the Lease due to your failure to pay rent and associated charges. Despite prior notices, you have failed to cure this delinquency. As of the date of this letter, the total outstanding balance due and owing is **[\$Amount Due]**, broken down as follows:

- Past Due Base Rent: **[\$Amount]**
- Operating Expenses/CAM: **[\$Amount]**
- Late Fees: **[\$Amount]**
- Interest: **[\$Amount]**

FINAL DEMAND IS HEREBY MADE for the immediate payment of the full balance of **[\$Amount Due]**. This payment must be received by our office or the Landlord no later than [Number of Days, e.g., five (5)] business days from the date of this letter.

Payment should be made in the form of a certified check or wire transfer, payable to [Entity Name]. Please contact the undersigned immediately to obtain wire instructions or to confirm the delivery of payment.

Failure to comply with this demand will result in our client pursuing all available legal remedies without further notice. These actions may include, but are not limited to:

1. Initiation of formal eviction proceedings (Unlawful Detainer);
2. Commencement of a lawsuit to recover all past due amounts, future rent accelerated under the Lease, and damages;
3. Reporting this delinquency to commercial credit agencies; and
4. Exercise of a Landlord's Lien against any equipment or personal property remaining on the premises.

Pursuant to the terms of the Lease, you will also be held liable for all legal fees, court costs, and expenses incurred by the Landlord in enforcing its rights.

Govern yourself accordingly.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

[Phone Number]

[Email Address]

CC: [Landlord Name/Client]