

URGENT: FINAL DEMAND FOR RENT AND NOTICE OF INTENT TO EVICT

Date: [Insert Date]

TO:

[Tenant Name/Business Name]

[Tenant Address]

[City, State, Zip Code]

FROM:

[Landlord Name/Property Management Company]

[Landlord Address]

[City, State, Zip Code]

RE: Notice of Delinquent Rent - Premises Located at: [Insert Property Address]

Dear [Name of Tenant/Contact Person],

This letter serves as a formal final demand for payment of past-due rent regarding the commercial lease agreement dated [Lease Start Date] for the premises located at [Insert Property Address].

As of [Today's Date], your account is delinquent in the amount of **[\$[Total Amount Owed]]**. This balance consists of the following:

- Past Due Rent (Period: [Date Range]): **[\$[Amount]]**
- Late Fees: **[\$[Amount]]**
- Common Area Maintenance (CAM)/Other Charges: **[\$[Amount]]**

FINAL NOTICE: You are hereby notified that if the total amount of **[\$[Total Amount Owed]]** is not received in full within [Number of Days, e.g., 3 or 5] days from the date of this letter, the Landlord intends to exercise all legal rights and remedies available under the lease and local laws.

Failure to cure this default will result in the following actions:

1. Immediate termination of your lease agreement.
2. Commencement of formal eviction proceedings to recover possession of the property.
3. Legal action to recover all unpaid rent, late fees, attorney fees, and court costs.
4. [Optional] Re-entry and changing of locks as permitted by the lease and state law.

Please remit payment immediately to [Landlord Name] via [Accepted Payment Method, e.g., Certified Check/Wire Transfer].

If you believe this notice is in error, or if payment has already been sent, please contact [Name of Contact] at [Phone Number] or [Email Address] immediately.

Govern yourself accordingly.

Sincerely,

[Signature]

[Printed Name]

[Title/Capacity, e.g., Landlord or Agent for Landlord]