

FINAL DEMAND FOR PAYMENT

Date: [Insert Date]

Via: [Insert Method, e.g., Certified Mail / Hand Delivery]

TO (Tenant):

[Tenant Name or Company Name]

[Tenant Address]

[City, State, Zip Code]

FROM (Landlord):

[Landlord Name or Management Company]

[Landlord Address]

[City, State, Zip Code]

RE: Notice of Outstanding Rent - FINAL DEMAND

Dear [Tenant Name],

This letter serves as a formal final demand for the payment of outstanding rent regarding the commercial premises located at: **[Insert Property Address]**.

As of [Insert Current Date], your account remains in arrears in the total amount of **[\$[Insert Total Amount Due]**. This balance consists of the following:

- Rent for [Month/Year]: \$[Amount]
- Rent for [Month/Year]: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges (e.g., Utilities/CAM): \$[Amount]

Despite previous notifications, we have not received the balance due. Please be advised that if the total amount of **[\$[Insert Total Amount Due]** is not paid in full within [Insert Number, e.g., 5 or 7] days from the date of this letter, we will be forced to take further legal action.

Such actions may include, but are not limited to:

- Commencement of formal eviction proceedings;
- Termination of the lease agreement;
- Legal action to recover all unpaid rent, late fees, and legal costs;
- Reporting the delinquency to credit bureaus.

Please remit payment immediately to [Insert Payment Instructions/Address] to avoid further action. If you have already sent payment, please disregard this notice and provide proof of payment.

Sincerely,

[Signature]

[Printed Name]

[Title/Landlord Name]

[Phone Number]