

SENT VIA CERTIFIED MAIL AND EMAIL

Date: [Insert Date]

From: [Landlord Name/Company]

Address: [Landlord Address]

To: [Tenant Name/Business Name]

Address: [Leased Premises Address]

RE: NOTICE OF DEFAULT AND INTENT TO TERMINATE LEASE

Dear [Tenant Name],

This letter serves as formal notice that you are in material breach of your commercial lease agreement dated [Lease Start Date] for the premises located at [Address of Property].

As of the date of this letter, you have failed to remedy the following defaults:

- [Specify Default 1, e.g., Unpaid rent for the month(s) of October and November]
- [Specify Default 2, e.g., Failure to maintain required insurance coverage]
- [Specify Default 3, e.g., Unauthorized alterations to the property]

The total outstanding balance currently owed is: **[\$[Amount Due]**.

FINAL DEMAND:

You are hereby demanded to cure the aforementioned defaults within [Number, e.g., 5 or 10] days from the receipt of this notice. All outstanding payments must be made in full via [Accepted Payment Method].

THREAT OF TERMINATION:

If you fail to cure these defaults or pay the full amount due by the deadline stated above, the Landlord intends to exercise all available legal remedies, which include, but are not limited to:

1. Immediate termination of your Lease Agreement.
2. Commencement of formal eviction proceedings (Unlawful Detainer).
3. Acceleration of all remaining rent due under the lease term.
4. Legal action to recover damages, attorney fees, and court costs.
5. Re-entry and repossession of the premises.

Please govern yourself accordingly. This letter shall serve as the final warning before legal action is initiated.

Sincerely,

[Signature]

[Printed Name]

[Title/Capacity, e.g., Property Manager or Owner]