[Your Company Name/Landlord Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Business Name]
[Tenant Representative Name]
[Property Address/Suite Number]
[City, State, Zip Code]

RE: NOTICE OF DELINQUENT LEASE PAYMENTS - [Property Address]

Dear [Tenant Representative Name],

This letter serves as formal notice regarding the past due balance on your commercial lease for the premises located at [Property Address].

According to our records, your account is currently delinquent in the amount of $[Total Amount Owed]. This balance consists of the following:

- Base Rent (Period: [Date] to [Date]): $[Amount]
- Late Fees: $[Amount]
- Common Area Maintenance (CAM) / Utilities: $[Amount]
- Other Charges: $[Amount]

Pursuant to the terms of your Lease Agreement dated [Lease Start Date], these payments were due on [Original Due Date].

Please remit the total amount of $[Total Amount Owed] to our office by [Payment Deadline Date] to bring your account into good standing. Payments can be made via [Accepted Payment Methods].

Failure to resolve this debt immediately may result in further action as permitted under the lease agreement and local commercial tenancy laws, which may include the assessment of additional interest, legal fees, or the initiation of eviction proceedings.

If you have already sent payment, please disregard this notice. If you wish to discuss a payment plan or if there is a discrepancy in our records, please contact [Contact Name] at [Phone Number] immediately.

Sincerely,

[Signature]

[Your Name/Title]
[Company Name]