

FINAL DEMAND NOTICE

Date: [Insert Date]

TO:

[Tenant Name/Business Name]

[Tenant Address]

[City, State, Zip Code]

FROM:

[Landlord Name/Company Name]

[Landlord Address]

[City, State, Zip Code]

RE: FINAL DEMAND FOR PAST DUE RENT FOR PREMISES LOCATED AT:

[Property Address]

Dear [Tenant Name],

This letter serves as a formal final demand for payment regarding the past due rent for the commercial property located at [Property Address].

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

- Base Rent (Period: [Date Range]): **[\$[Amount]]**
- Late Fees: **[\$[Amount]]**
- Other Charges (Taxes/CAM): **[\$[Amount]]**

Despite previous notices dated [Date of Previous Notices], we have not received the outstanding balance. This is a material breach of your commercial lease agreement dated [Lease Start Date].

TAKE NOTICE: Full payment must be received by our office no later than [Deadline Date, e.g., 5 business days from today]. Payment should be made via [Payment Method, e.g., Certified Check or Wire Transfer].

Failure to remit payment by the aforementioned deadline will leave us with no choice but to pursue formal legal remedies. This may include, but is not limited to:

1. Initiating eviction proceedings (Unlawful Detainer).
2. Terminating the lease agreement.
3. Commencing a lawsuit to recover all unpaid rent, interest, and legal fees.
4. Reporting the delinquency to commercial credit bureaus.

Please govern yourself accordingly. This letter is sent without prejudice to any other rights or remedies available to us under the lease or applicable law.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]

[Phone Number]