

URGENT: FINAL DEMAND FOR PAYMENT

Date: [Insert Date]

VIA CERTIFIED MAIL AND EMAIL

[Tenant Name]

[Tenant Business Name]

[Property Address]

[City, State, Zip Code]

Re: Final Demand for Past Due Rent - Lease Agreement for [Property Address]

Dear [Tenant Name],

This letter serves as a formal final demand for unpaid rent and associated charges regarding the commercial premises located at [Property Address].

According to our records, your account is seriously delinquent. Despite previous notifications, the following amounts remain outstanding:

- Past Due Rent (Period: [Date] to [Date]): \$[Amount]
- Late Fees: \$[Amount]
- Interest/Other Charges: \$[Amount]
- **TOTAL AMOUNT DUE: \$[Total Amount]**

IMMEDIATE ACTION IS REQUIRED. You are hereby notified to pay the total amount of \$[Total Amount] in full within [Number, e.g., 3 or 5] business days from the date of this letter. Payment must be made by [Payment Method, e.g., Cashier's Check or Wire Transfer].

Failure to remit payment by [Deadline Date] at [Time] will result in the Landlord taking immediate legal action to protect its interests. This may include, but is not limited to:

1. Commencement of formal eviction proceedings (Unlawful Detainer).
2. Termination of the Lease Agreement.
3. Legal action to recover all outstanding rent, future rent, damages, 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 the Landlord may have under the Lease Agreement or applicable law.

Sincerely,

[Landlord/Manager Name]

[Landlord Company Name]

[Phone Number]

[Email Address]