

NOTICE OF DEFAULT AND FINAL DEMAND FOR PAYMENT

Date: [Date]

Via: [Certified Mail / Hand Delivery / Email]

TO (TENANT):

[Tenant Name]

[Business Name]

[Property Address]

[Suite/Unit Number]

FROM (LANDLORD):

[Landlord Name/Company]

[Landlord Mailing Address]

RE: NOTICE OF LEASE DEFAULT - [Property Address]

Dear [Tenant Contact Person],

This letter serves as formal notice that you are in default of your Commercial Lease Agreement dated [Date of Lease] for the premises located at [Property Address].

As of [Today's Date], you have failed to pay the following amounts due under the terms of your lease:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- Common Area Maintenance (CAM): \$[Amount]
- Other Charges: \$[Amount]
- **TOTAL AMOUNT DUE: \$[Total Amount]**

This default constitutes a material breach of your lease agreement. Demand is hereby made for the immediate payment of the total amount listed above.

You are hereby notified to cure this default by paying the full amount of **\$[Total Amount]** within [Number, e.g., 3 or 5] days of receipt of this notice.

Failure to cure this default within the specified timeframe will result in the Landlord pursuing all available legal remedies, which may include:

1. Termination of the Lease Agreement;
2. Eviction and recovery of possession of the premises;
3. Legal action to recover all unpaid rent, future rent, and damages;
4. Reporting the debt to credit agencies.

Please govern yourself accordingly. All payments must be made in [Specify Payment Method, e.g., Certified Funds/Cashier's Check] and delivered to the Landlord's address listed above.

Sincerely,

[Signature]

[Printed Name of Landlord/Authorized Agent]

[Phone Number]