

URGENT: FINAL DEMAND FOR PAYMENT BEFORE LEGAL ACTION

Date: [Insert Date]

TO:

[Tenant Name/Company Name]

[Tenant Address]

[City, State, Zip Code]

FROM:

[Landlord Name/Company Name]

[Landlord Address]

[City, State, Zip Code]

RE: Notice of Commercial Rent Arrears for Premises at: [Insert Property Address]

Dear [Tenant Name/Contact Person],

This letter serves as a formal final demand for payment regarding the outstanding rent arrears for the above-referenced commercial property. According to our records, your account is currently in default.

As of [Date], the total amount overdue is **[\$[Insert Amount]]**. This balance consists of the following:

- Base Rent Arrears: **[\$[Amount]]**
- Late Fees/Interest: **[\$[Amount]]**
- Operating Expenses/CAM Charges: **[\$[Amount]]**

Despite previous notifications sent on [Dates of previous notices], we have not received the full payment required to bring your account into good standing. This is a material breach of your lease agreement dated [Date of Lease].

FINAL NOTICE: You are hereby required to pay the full amount of **[\$[Insert Total Amount]]** no later than [Insert Deadline Date, e.g., 5-7 days from date of letter] by [Insert Payment Method, e.g., Certified Check/Wire Transfer].

Failure to remit payment by the aforementioned deadline will result in immediate further action, which may include, but is not limited to:

1. Commencement of legal proceedings to recover the debt.
2. Termination of the lease agreement.
3. Eviction and repossession of the premises.
4. Reporting of this debt to commercial credit agencies.

Should legal action be necessary, we will also seek to recover all associated costs, including court fees, process server fees, and reasonable attorney fees, as permitted under the terms of your lease.

Please govern yourself accordingly.

Sincerely,

[Signature]

[Printed Name]

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