DATE: [Current Date]

TO:
[Tenant Business Name]
[Tenant Representative Name]
[Tenant Address]
[City, State, Zip Code]

RE: NOTICE OF UNPAID COMMERCIAL RENT - FORMAL DEMAND
Property Address: [Leased Premises Address]
Account Number: [Account Number/Lease ID]

Dear [Tenant Name/Tenant Representative],

Please be advised that [Collection Agency Name] has been retained by [Landlord/Property Management Company Name] to recover the delinquent balance owed on the commercial lease for the premises located at [Property Address].

According to our client's records, your account is currently in default. As of [Date], the total amount due and owing is **$[Amount Owed]**. This balance consists of the following:

- Past Due Rent: $[Amount]
- Late Fees: $[Amount]
- Common Area Maintenance (CAM)/Utilities: $[Amount]
- Other Charges: $[Amount]

Formal demand is hereby made for the immediate payment of the full balance. Please remit payment via [Payment Method: Wire/Check/Online Portal] no later than [Due Date].

Unless you notify this office within thirty (30) days after receiving this notice that you dispute the validity of the debt or any portion thereof, this office will assume the debt is valid. If you notify this office in writing within thirty (30) days from receiving this notice that you dispute the debt, this office will obtain verification of the debt and mail a copy of such verification to you.

Failure to settle this matter promptly may result in further recovery actions, including but not limited to, legal proceedings to recover possession of the premises and personal property, or reporting this delinquency to commercial credit bureaus.

Please contact us at [Phone Number] or [Email Address] to discuss payment arrangements or to provide proof of payment if you believe this notice was sent in error.

Sincerely,

[Your Name/Agent Name]
[Title]
[Collection Agency Name]