

URGENT NOTICE: DEMAND FOR POSSESSION

Date: [Insert Date]

VIA: [Insert Delivery Method, e.g., Certified Mail / Hand Delivery]

To: [Tenant Name]
[Tenant Business Name]
[Property Address]
[Suite/Unit Number]
[City, State, Zip Code]

Re: Notice of Termination of Lease and Demand for Possession of Premises

Dear [Tenant Name/Leaseholder],

This letter serves as formal notice regarding your lease agreement dated [Insert Lease Start Date] for the commercial premises located at [Insert Full Property Address].

You are hereby notified that you are in default of your lease agreement due to: [Insert Reason, e.g., non-payment of rent in the amount of \$XXX.XX / expiration of lease term / violation of section X of the lease].

TAKE NOTICE:

The Landlord hereby demands that you vacate the premises and deliver full possession of the property to the Landlord no later than [Insert Number] days from the date of this notice, or by [Insert Specific Deadline Date].

Failure to surrender possession by the date mentioned above will result in the Landlord commencing formal legal proceedings to recover possession of the premises, which may include a lawsuit for eviction, past due rent, late fees, and legal costs as permitted by the lease and local law.

Please contact [Insert Name/Company] at [Insert Phone Number] immediately to coordinate the return of keys and a final walkthrough of the property.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title, e.g., Property Manager/Landlord]
[Your Contact Address]
[Your Phone Number]