DATE: [Insert Date]

TO:
[Tenant Name/Company Name]
[Tenant Address]
[City, State, Zip Code]

RE: FINAL DEMAND FOR UNPAID RENT

Property Address: [Insert Property Address]

Dear [Tenant Name],

This letter serves as a formal final demand for the overdue rent regarding the commercial premises listed above. Our records indicate that your account is currently in arrears.

Despite previous notifications dated [Insert Dates of Prior Notices], we have not received the outstanding balance. As of today, the total amount due is **$[Insert Total Amount]**. This balance consists of the following:

- Rent for [Month/Period]: $[Amount]
- Rent for [Month/Period]: $[Amount]
- Late Fees: $[Amount]
- Interest/Other Charges: $[Amount]

You are hereby required to pay the full amount of **$[Insert Total Amount]** within [Insert Number, e.g., 5 or 7] business days from the date of this letter. Payment should be made via [Insert Payment Method, e.g., Wire Transfer/Certified Check].

Failure to settle this debt by [Insert Deadline Date] will result in immediate further action. This may include, but is not limited to:

- Commencement of legal proceedings to recover the debt.
- Termination of the lease agreement.
- Eviction and repossession of the property.
- Reporting the delinquency to credit bureaus.

Please note that any costs associated with legal action or debt collection will be added to your current balance as permitted under the terms of your lease.

If you have already made this payment, please provide proof of payment immediately. If you wish to discuss a payment plan, you must contact us before the deadline stated above.

Yours sincerely,

[Landlord/Manager Signature]
[Landlord/Manager Printed Name]
[Company Name]
[Phone Number]
[Email Address]