

[Landlord/Management Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Tenant Name]
[Business Name]
[Address]
[City, State, Zip Code]

RE: NOTICE OF LATE FEE ASSESSMENT

Dear [Tenant Contact Person],

This letter serves as formal notification that your rent payment for the period of [Month/Year] for the premises located at [Property Address] was not received by the due date of [Due Date].

Per the terms of your Commercial Lease Agreement dated [Lease Date], a late fee is assessed if payment is not received within [Number of Days] days of the due date. Accordingly, the following charges have been applied to your account:

- **Past Due Rent Amount:** \$[Amount]
- **Late Fee Assessment:** \$[Amount]
- **Total Balance Due:** \$[Total Amount]

Please remit the total balance due immediately to avoid further late charges or additional actions as permitted under your lease agreement. If you have already sent your payment, please disregard this notice.

If you have any questions regarding this assessment or if there is a discrepancy, please contact our office at [Phone Number].

Sincerely,

[Signature]
[Printed Name]
[Title/Company Name]