

DATE: [Current Date]

FROM (Landlord/Lessor):

[Landlord Name or Company Name]

[Street Address]

[City, State, Zip Code]

TO (Tenant/Lessee):

[Tenant Name or Business Name]

[Street Address]

[City, State, Zip Code]

RE: FINAL DEMAND FOR UNPAID RENT - PREMISES LOCATED AT: [Property Address]

Dear [Tenant Name/Contact Person],

This letter serves as a formal final demand for payment regarding the overdue rent for the commercial property referenced above. According to our records, your account is currently in arrears in the total amount of **[\$Total Amount Owed]**.

The breakdown of the outstanding balance is as follows:

- [Month/Year]: \$[Amount]
- [Month/Year]: \$[Amount]
- Late Fees/Interest: \$[Amount]

Despite previous notices dated [Date of previous notice 1] and [Date of previous notice 2], we have not received the required payment or a satisfactory explanation for the delay. This failure to pay constitutes a material breach of your lease agreement dated [Date of original lease].

TAKE NOTICE that unless the full balance of **[\$Total Amount Owed]** is received within [Number of days, e.g., 5 or 7] days from the date of this letter, we will be forced to take immediate legal action to protect our interests. This may include, but is not limited to:

1. Termination of the lease agreement;
2. Commencement of eviction proceedings to regain possession of the premises;
3. Initiation of a lawsuit to recover all outstanding rent, late fees, interest, and legal costs;
4. Reporting the delinquency to commercial credit bureaus.

Please remit payment immediately via [Accepted Payment Method, e.g., Certified Check, Wire Transfer] to the following address:

[Payment Mailing Address or Bank Details]

If you have already sent payment, please disregard this notice and provide proof of payment immediately.

Sincerely,

[Signature]

[Name of Landlord/Authorized Representative]

[Title]