

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

[Date]

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

**RE: FIRST NOTICE OF OVERDUE RENT**

Dear [Tenant Name],

This letter serves as a formal reminder that your rent for the commercial premises located at [Property Address] is currently overdue. According to our records, we have not yet received the payment for the period of [Month/Period], which was due on [Due Date].

The total amount currently outstanding is as follows:

- Base Rent: \$[Amount]
- Late Fees (if applicable): \$[Amount]
- Other Charges: \$[Amount]
- **Total Due: \$[Total Amount]**

Please remit the total balance immediately to avoid further late penalties or formal legal action as outlined in your lease agreement. If you have already sent this payment, please disregard this notice.

If you are experiencing financial difficulties or believe there is an error in our records, please contact our office at [Phone Number] so we can discuss this matter.

Thank you for your prompt attention to this account.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Title/Position]