

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

[Date]

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

RE: NOTICE OF IMPENDING LEGAL ACTION - OUTSTANDING RENT

Dear [Tenant Name],

This letter serves as a formal notice regarding the outstanding rent for the commercial premises located at [Property Address].

As of [Date], your account is past due in the amount of \$[Total Amount Owed]. This balance includes the following:

- Base Rent: \$[Amount]
- Late Fees: \$[Amount]
- [Other Charges, e.g., Utilities/CAM]: \$[Amount]

Despite previous reminders sent on [Dates of Previous Notices], we have not received the required payment or a satisfactory proposal to resolve this debt.

Please be advised that if the full amount of \$[Total Amount Owed] is not received by [Deadline Date, e.g., 5 business days from today], we will be forced to initiate formal legal proceedings against you without further notice. This action may include, but is not limited to:

1. Filing a lawsuit to recover the unpaid rent and associated costs;
2. Termination of the lease agreement;
3. Commencement of eviction proceedings;
4. Reporting the delinquency to commercial credit agencies.

Please note that should legal action become necessary, you may also be held liable for legal fees, court costs, and interest as permitted under the terms of your lease agreement and local law.

We strongly urge you to remit payment immediately to avoid the costs and consequences of litigation. Payment can be made via [Payment Method, e.g., Wire Transfer/Certified Check].

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]