

**Date:** [Insert Date]

[Tenant Name]

[Company Name]

[Property Address]

[Unit/Suite Number]

[City, State, Zip Code]

**RE: SECOND NOTICE OF DELINQUENT RENT**

Dear [Tenant Name/Property Manager Name],

This letter serves as a formal second warning regarding the unpaid rent for the commercial premises located at [Property Address].

As of today, our records indicate that your account remains past due. Despite our previous notice sent on [Date of First Warning Letter], we have not yet received payment for the following period(s):

- **Rent Period:** [Month/Year]
- **Base Rent Due:** \$[Amount]
- **Late Fees:** \$[Amount]
- **Other Charges:** \$[Amount]
- **Total Balance Owed:** \$[Total Amount]

Under the terms of your lease agreement dated [Lease Start Date], rent is due on the [Day] of each month. Your failure to remit payment is a breach of your lease obligations.

We demand that the total outstanding balance of **\$\$[Total Amount]** be paid in full by [Deadline Date, e.g., 3-5 days from now]. Payments should be made via [Accepted Payment Method].

Failure to settle this debt immediately may result in further action, including but not limited to the assessment of additional interest, legal proceedings, or the termination of your lease agreement.

If you have already sent payment, please disregard this notice. If you are experiencing financial difficulties and wish to discuss a payment plan, please contact our office immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Landlord Name]

[Company Name]

[Contact Information]