

[Date]

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

[Tenant Name]

[Tenant Business Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Dear [Tenant Name/Authorized Representative],

This letter serves as formal notice that you are in default of your commercial lease agreement dated [Date of Lease Agreement] for the premises located at [Premises Address].

As of [Current Date], our records indicate that your account is past due in the total amount of \$[Total Amount Owed]. This balance consists of the following:

- Past Due Rent (Period of [Start Date] to [End Date]): \$[Amount]
- Late Fees: \$[Amount]
- Common Area Maintenance (CAM) / Operating Expenses: \$[Amount]
- Interest / Other Charges: \$[Amount]

Pursuant to the terms of your lease, you are hereby required to cure this default by paying the total outstanding balance in full within [Number] days of the date of this notice.

Please remit payment to the following address:

[Landlord Name/Company]

[Payment Address]

[City, State, Zip Code]

Failure to cure this default within the specified timeframe may result in further legal action, including but not limited to, the termination of your lease, eviction proceedings, and the initiation of formal debt collection efforts to recover all owed amounts, legal fees, and court costs.

This notice is sent without prejudice to any other rights or remedies available to the Landlord under the Lease Agreement or applicable law.

If you have already sent payment, please disregard this notice. Otherwise, please contact [Contact Name] at [Phone Number] or [Email Address] immediately to discuss this matter.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Landlord/Management Company Name]