INVOICE

[Management Company Name]
[Street Address]
[City, State, Zip]

PAST DUE

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Tenant Information:
[Business Name]
[Contact Person]
[Suite/Unit Number]
[Property Address]

Property Detail:
Property ID: [ID-Number]
Lease Ref: [Lease-ID]

Description	Period	Amount
Base Commercial Rent	[Month, Year]	$0.00
Common Area Maintenance (CAM)	[Month, Year]	$0.00
Property Taxes / Insurance Pro-rata	[Month, Year]	$0.00

Description	Period	Amount
Late Fee / Penalty	-	$0.00

Subtotal: $0.00
Previous Balance: $0.00
TOTAL DUE: $0.00

Payment Instructions:
Please make checks payable to **[Entity Name]**. Include invoice number on check.
Wire Transfer/ACH details: [Routing & Account Info].

Note: This is a formal notice of a past due balance. Please remit payment immediately to avoid further penalties or legal action as outlined in your lease agreement.