OVERDUE PAYMENT NOTICE

Invoice #: ___________
Date Issued: ___________

[Landlord/Company Name]
[Street Address]
[City, State, Zip]
[Phone/Email]

TO (TENANT):
[Tenant Name / Business Name]
[Retail Suite/Unit Number]
[Property Address]

LEASE DETAILS:
Original Due Date: ___________
Days Overdue: ___________

Description of Charges	Period	Amount Due
Base Rent - Retail Space	[MM/DD] to [MM/DD]	$ ____________
Common Area Maintenance (CAM)	[MM/DD] to [MM/DD]	$ ____________
Late Payment Fee	--	$ ____________
Interest Charges (___%)	--	$ ____________

Subtotal: $ ___________

TOTAL OUTSTANDING: $ ___________

FINAL NOTICE: Please be advised that the amount listed above is now past due. Failure to remit payment in full by **[Date]** may result in further action according to the terms of your Lease Agreement, including but not limited to legal proceedings or lease termination. Please disregard if payment has already been sent.

Make all checks payable to: **[Payee Name]**
For electronic transfers: [Routing/Account Details]