FICTIONAL SAMPLE · DRAFTED BY DEMANDLETTERHUB FROM A MADE-UP CASE FILE · NOT LEGAL ADVICE

PLEASE VERIFY BEFORE SENDING

Unverified AI draft. Every fact must be checked against the records before use. It is not legal advice. Fill in every [ADD: …] placeholder, set the demand amount, confirm anything marked [VERIFY], and delete this box before sending.

- Check Virginia's required form and notice period before sending.
- Virginia requirements for this notice (form, content, notice period, delivery) are not in the sources. See the two [VERIFY] lines in the final section.
- Only a one-page lease excerpt was provided. Check the full lease for the definition of "Rent," any grace or minimum cure period, and whether late charges count as Rent for default purposes. Section 19.2 says only that the cure date is the one stated in Landlord's notice.
- Section 24.1 says notice goes to Tenant at the Premises with a "copy to guarantor" at 18 Wren Hollow Court, by certified mail or overnight courier. Confirm the delivery method used and whether the Guaranty (only its operative sentence was provided) has its own notice terms. ZIP codes and any attention line are missing.
- The ledger balance of $16,047.20 is as read from the ledger printed March 10, 2026. Verify it against the client's records. The balance will change if the letter is sent after that date (for example, April 1 rent and late charge).
- Check the ledger's late charges ($294.40 each on Jan. 6, Feb. 6 and Mar. 6) against Section 4.5 (5% of any installment not received by the 5th).
- The cure deadline, amount to cure, response deadline, payment instructions, letter date, firm address and contact details are placeholders. The firm notes give no deadline.
- A $9,200.00 security deposit is held and "not applied" [tenant_ledger.pdf p.1]. The draft does not apply it or mention it. Confirm the client's position.
- The firm notes say the client is not terminating yet. The draft says the notice is not a termination and reserves remedies. Confirm that wording.
- The only insurance certificate in the file expired February 1, 2026. Confirm with the client that no renewal certificate arrived after March 10, 2026.

Galloway Sterne PLC
[ADD: firm street address]
[ADD: city, state ZIP]
[ADD: phone] · [ADD: email]

[ADD: date]

VIA [ADD: certified mail or overnight courier, per Lease Section 24.1]

Blue Heron Yoga Studio LLC
[ADD: attention line, if any]
Suite 112, Shenandoah Commons
2475 Laurelwood Pike
Calder Springs, Virginia [ADD: ZIP]

Priya Castellanos, Guarantor
18 Wren Hollow Court
Calder Springs, Virginia [ADD: ZIP]

Re: Notice of Default, Shopping Center Lease dated August 1, 2023, Suite 112, Shenandoah Commons, 2475 Laurelwood Pike, Calder Springs, Virginia. Tenant: Blue Heron Yoga Studio LLC. Guarantor: Priya Castellanos. Account/file no. [ADD: account or file number]

Dear Blue Heron Yoga Studio LLC and Priya Castellanos:

Introduction

We represent Shenandoah Commons Retail LLC ("Landlord") [firm notes] under the Shopping Center Lease dated August 1, 2023 (the "Lease") with Blue Heron Yoga Studio LLC ("Tenant") for Suite 112, Shenandoah Commons, 2475 Laurelwood Pike, Calder Springs, Virginia [lease_excerpt.pdf p.1]. This letter is a notice of default under the Lease. It is sent to Tenant and, as guarantor, to Priya Castellanos.

The lease

The Lease provides, in relevant part:

- **Premises and term.** Suite 112 (about 2,400 square feet), for a term of September 1, 2023 through August 31, 2028 [lease_excerpt.pdf p.1].
- **Base rent (Section 4.1).** $4,600.00 per month through August 31, 2025, and $4,738.00 per month from September 1, 2025 through August 31, 2026, due on the 1st of each month [lease_excerpt.pdf p.1].
- **Additional rent (Section 4.3).** Tenant pays its share of common area maintenance (CAM), taxes and insurance, estimated at $1,150.00 per month, as Additional Rent [lease_excerpt.pdf p.1].
- **Late charge (Section 4.5).** 5% of any installment not received by the 5th of the month [lease_excerpt.pdf p.1].
- **Insurance (Section 11.1).** Tenant must keep commercial general liability insurance of at least $1,000,000 per occurrence naming Landlord as additional insured, and must deliver a current certificate [lease_excerpt.pdf p.1].
- **Events of default (Section 19.1).** (a) failure to pay Rent when due; (b) failure to perform any other obligation of the Lease [lease_excerpt.pdf p.1].
- **Cure (Section 19.2).** Tenant "shall cure a monetary default by the cure date stated in Landlord's written notice, and a non-monetary default by the cure date stated in that notice"

[lease_excerpt.pdf p.1].

- **Remedies (Section 19.3).** If Tenant fails to cure, Landlord may terminate the Lease, recover possession by legal process, and recover unpaid Rent, damages and reasonable attorney fees [lease_excerpt.pdf p.1].
- **Non-waiver (Section 19.5).** "Acceptance of partial Rent is not a waiver of any default" [lease_excerpt.pdf p.1].
- **Notices (Section 24.1).** To Tenant at the Premises, with a copy to the guarantor at 18 Wren Hollow Court, Calder Springs, Virginia, by certified mail or overnight courier [lease_excerpt.pdf p.1].
- **Guaranty.** Ms. Castellanos signed a Guaranty of Lease on August 1, 2023, stating that she "guarantees the full payment of all Rent and the performance of all obligations of Tenant under the Lease" [lease_excerpt.pdf p.1].

The default

Monetary default. Tenant has failed to pay Rent when due, an Event of Default under Section 19.1(a). Landlord's property manager's ledger shows the following for January through March 2026:

Date	Charge	Amount	Paid	Balance	Source
Jan 1, 2026	Base rent, January	$4,738.00		$4,738.00	[tenant_ledger.pdf p.1]
Jan 1, 2026	CAM/tax/insurance, January	$1,150.00		$5,888.00	[tenant_ledger.pdf p.1]
Jan 6, 2026	Late charge	$294.40		$6,182.40	[tenant_ledger.pdf p.1]
Jan 20, 2026	Payment, check 1406		$2,500.00	$3,682.40	[tenant_ledger.pdf p.1]
Feb 1, 2026	Base rent, February	$4,738.00		$8,420.40	[tenant_ledger.pdf p.1]
Feb 1, 2026	CAM/tax/insurance, February	$1,150.00		$9,570.40	[tenant_ledger.pdf p.1]
Feb 6, 2026	Late charge	$294.40		$9,864.80	[tenant_ledger.pdf p.1]
Mar 1, 2026	Base rent, March	$4,738.00		$14,602.80	[tenant_ledger.pdf p.1]
Mar 1, 2026	CAM/tax/insurance, March	$1,150.00		$15,752.80	[tenant_ledger.pdf p.1]
Mar 6, 2026	Late charge	$294.40		$16,047.20	[tenant_ledger.pdf p.1]

Total (as read from the ledger): balance due as of March 10, 2026: $16,047.20 [tenant_ledger.pdf p.1].

The ledger summarizes the unpaid amounts for January through March 2026 as base rent of $14,214.00, CAM/tax/insurance of $3,450.00 and late charges of $883.20, less the January 20, 2026 payment of $2,500.00 [tenant_ledger.pdf p.1]. The ledger shows no payment after January 20, 2026 [tenant_ledger.pdf p.1]. Landlord's property manager wrote to Ms. Castellanos about the past-due balance on January 12, February 10 and March 3, 2026 [insurance_and_notices.pdf p.1]. The records show no reply as of March 10, 2026 [insurance_and_notices.pdf p.1].

Non-monetary default: insurance. Section 11.1 requires Tenant to keep the required liability coverage and deliver a current certificate. The certificate on file shows commercial general liability coverage of $1,000,000 each occurrence from Old Dominion Shield Casualty Co. for a policy period of February 1, 2025 to February 1, 2026, and Landlord's records show that no renewal certificate has been received [insurance_and_notices.pdf p.1]. Landlord's property manager requested a renewal certificate on February 10, 2026 and again on March 3, 2026 [insurance_and_notices.pdf p.1]. No certificate had been received as of March 10, 2026 [insurance_and_notices.pdf p.1]. This is an Event of Default under Section 19.1(b).

Cure

Under Section 19.2, the cure date is the date stated in this notice. To cure, Tenant must do both of the following by [ADD: cure deadline]:

- Pay [ADD: amount to cure], representing the unpaid Rent and charges described above. The ledger balance as of March 10, 2026 was $16,047.20 as read [tenant_ledger.pdf p.1]. Rent and charges that have come due since that date remain payable under the Lease. Updated balance through the date of this letter: [ADD: updated balance]. Payment instructions: [ADD: payee and payment instructions].
- Deliver to this office a current certificate of commercial general liability insurance showing coverage of at least $1,000,000 per occurrence and naming Shenandoah Commons Retail LLC as additional insured, as Section 11.1 requires [lease_excerpt.pdf p.1].

Please respond to this office by [ADD: response deadline].

Remedies and reservation of rights

If Tenant does not cure by the cure date, Section 19.3 permits Landlord to terminate the Lease, recover possession by legal process, and recover unpaid Rent, damages and reasonable attorney fees [lease_excerpt.pdf p.1]. Ms. Castellanos's Guaranty extends to Tenant's payment and performance obligations under the Lease [lease_excerpt.pdf p.1].

Landlord has not terminated the Lease at this time [firm notes], and this notice is not a notice of termination. Landlord reserves all rights and remedies under the Lease, the Guaranty and applicable law. Under Section 19.5, Landlord's acceptance of any partial payment is not a waiver of any default [lease_excerpt.pdf p.1]. Nothing in this letter waives any default, whether or not described here.

Required form and notice

[VERIFY: Virginia statutory form, required content, notice period and delivery method for a commercial lease default notice]

[VERIFY: lease notice clause followed (addresses, method, recipients)]

Please direct all communications about this matter to the undersigned.

Sincerely,

Robert H. Galloway
Galloway Sterne PLC