**Demand Letter for Unpaid Rent - sample (Nigeria)**

**DEMAND LETTER - UNPAID RENT**

[LANDLORD'S FULL NAME], [landlord's address]

[Date]

[TENANT'S FULL NAME], [the flat / shop / house and full address of the premises]

Dear Sir/Madam,

RE: DEMAND FOR PAYMENT OF [FOUR HUNDRED AND TWENTY-FIVE THOUSAND (NGN 425,000) NAIRA ON

We refer to [the rent of NGN 425,000 for the period 1 July 2026 to 30 June 2027 in respect of the two-bedroom flat at 12 Example Street, Surulere, Lagos], which fell due on [1 July 2026]. Despite the passage of time, the said sum remains wholly unpaid.

DEMAND is hereby made for the immediate payment of the sum of [Four Hundred and Twenty-Five Thousand (NGN 425,000) Naira Only], being the amount outstanding and owed to us.

TAKE NOTICE that if the said sum is not paid within [14] days of the date of this letter, we shall, without further reference to you, instruct our solicitors to commence legal proceedings for the recovery of the debt, plus interest and costs, to the full extent permitted by law.

We look forward to your prompt settlement.

Yours faithfully,

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[Landlord's full name, signature and phone number] - or: [Agent / solicitor's name], for the landlord

A demand letter is the written record that the rent was asked for before anything else was done. It is not a notice to quit: ending the tenancy still takes the notice your agreement or your state's law requires, then the seven days' notice of the owner's intention to recover possession, then the court. Keep a copy and proof of delivery.