

DATE: [Current Date]

TO: [Tenant Name(s)]

ADDRESS: [Rental Property Address]

RE: FINAL DEMAND FOR UNPAID RENT

Dear [Tenant Name],

This letter serves as a final formal demand for the unpaid rent regarding the property located at [Property Address].

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

- Rent for the period of [Month/Period]: \$[Amount]
- Late fees as per your lease agreement: \$[Amount]
- Other charges (if applicable): \$[Amount]

Please be advised that this is your final notice. You are required to pay the full balance of \$[Total Amount Owed] by [Deadline Date/Time]. Payment must be made via [Accepted Payment Method, e.g., Certified Check or Online Portal].

Failure to remit the full payment by the specified deadline will result in immediate further action. This may include, but is not limited to, the initiation of eviction proceedings, legal action to recover the debt, and reporting the delinquency to credit bureaus.

If you have already sent your payment, please disregard this notice. Otherwise, please contact [Landlord/Property Manager Name] at [Phone Number] immediately to confirm your payment status.

Sincerely,

[Landlord/Property Manager Signature]

[Landlord/Property Manager Printed Name]

[Contact Address]

[Phone Number]