

NOTICE TO TERMINATE LEASE FOR NONPAYMENT OF RENT

Date: [Date of Letter]

To: [Tenant Name]

Address: [Property Address]

City, State, Zip: [City, State, Zip Code]

Dear [Tenant Name],

This letter serves as formal notice that your lease agreement for the property located at [Property Address] is being terminated effective [Termination Date] due to your failure to pay rent as required by your lease agreement.

As of [Today's Date], your past due balance is \$[Total Amount Owed]. This balance consists of the following:

- Rent for [Month/Period]: \$[Amount]
- Rent for [Month/Period]: \$[Amount]
- Late Fees: \$[Amount]

Under the terms of your lease and local laws, you are required to vacate the premises and return all keys to the landlord by [Time] on [Move Out Date].

Failure to vacate the property by the date specified above will result in the commencement of legal eviction proceedings against you. This may result in additional court costs, legal fees, and a negative impact on your credit report.

Please contact me immediately at [Your Phone Number] or [Your Email] to discuss the payment of your outstanding balance and the move-out process.

Sincerely,

[Your Name/Landlord Name]

[Your Address]

[Your Phone Number]