

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO FILE LEGAL ACTION FOR UNPAID RENT

Dear [Tenant Name],

This letter serves as formal notice that you are currently in default of your lease agreement for the property located at [Property Address]. As of today, your account remains delinquent in the amount of \$[Total Amount Owed].

The breakdown of the balance is as follows:

- Unpaid Rent (Period: [Date Range]): \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]

Despite previous requests for payment, the balance remains unpaid. Please be advised that if the total amount of \$[Total Amount Owed] is not received in full by [Deadline Date], I will proceed with legal action to recover the debt and regain possession of the premises.

Legal action may include, but is not limited to:

- Filing a formal eviction lawsuit (Unlawful Detainer).
- Seeking a court judgment for the total debt plus interest.
- Reporting the delinquency to credit bureaus.
- Seeking reimbursement for court costs and attorney fees.

You may avoid legal action by paying the full balance immediately. Please contact me at [Phone Number] or [Email Address] to confirm payment has been sent.

Sincerely,

[Your Name/Landlord Name]

[Your Address]

[Your Phone Number]