

Date: [Current Date]

From:

[Landlord/Property Manager Name]

[Address]

[City, State, Zip Code]

To:

[Tenant Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF OVERDUE RENT AND INTENT TO TERMINATE LEASE

Dear [Tenant Name],

This letter serves as formal notice that your rent for the property located at [Property Address] is currently past due. As of today, our records indicate an outstanding balance of \$[Total Amount Owed].

The breakdown of the amount owed is as follows:

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

Please be advised that your lease agreement requires rent to be paid on or before the [Day] of each month. Your failure to pay the full amount by [Deadline Date] will result in further legal action, which may include the commencement of formal eviction proceedings and the termination of your lease agreement.

To avoid further action, please submit the total amount due immediately. Payments can be made via [Payment Method].

If you have already sent your payment, please disregard this notice. If you have any questions or are experiencing a temporary financial hardship, please contact me immediately at [Phone Number] or [Email Address] to discuss a payment plan.

Sincerely,

[Landlord/Manager Signature]

[Printed Name]