

Date: [Current Date]

To: [Tenant Name]

Address: [Property Address]

[City, State, Zip Code]

RE: NOTICE TO PAY RENT OR SURRENDER POSSESSION

Dear [Tenant Name],

This letter serves as formal notice regarding your failure to pay rent for the premises located at the address mentioned above, as required by your lease agreement dated [Lease Start Date].

As of today, our records indicate that you are in default of your rental payments in the total amount of **[\$Total Amount Due]**. This balance consists of the following:

- Rent for the period of [Month/Year]: **[\$Amount]**
- Rent for the period of [Month/Year]: **[\$Amount]**
- Late Fees: **[\$Amount]**
- Other Charges: **[\$Amount]**

DEMAND IS HEREBY MADE that you pay the total amount due within [Number of Days, e.g., 3 or 5] days from the date of service of this notice. Payment should be made in full to [Landlord Name/Property Management Name] at [Payment Address/Method].

If payment is not received within the timeframe specified above, I will have no alternative but to terminate your lease and commence legal proceedings to recover possession of the property, as well as seek a judgment for all unpaid rent, damages, and legal costs.

If you believe there is an error in our records, please contact [Contact Name] at [Phone Number] immediately to discuss this matter.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]

[Landlord Address]

[Landlord Phone Number]

Proof of Service:

I, [Name of Person Serving], declare that I served this notice on [Date] by:

- Hand-delivering it to the Tenant personally.
- Leaving a copy with a person of suitable age at the residence.
- Posting a copy in a conspicuous place on the property and mailing a copy via Certified Mail.