

DATE: [Insert Date]

TO: [Tenant Name]

ADDRESS: [Rental Property Address]

**RE: FINAL WARNING - NOTICE OF PAST DUE RENT AND INTENT TO TAKE
LEGAL ACTION**

Dear [Tenant Name],

This letter serves as a formal final notice that your rent for the property located at [Rental Property Address] is currently past due. As of [Date], 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]

Despite previous reminders, we have yet to receive payment. Please be advised that if the total balance of \$[Total Amount Owed] is not paid in full by [Deadline Date], we will be forced to initiate formal legal proceedings against you.

Legal action may result in the following:

- The filing of an eviction lawsuit (Unlawful Detainer).
- A court judgment for the total amount owed, plus interest and legal fees.
- Negative reporting to credit bureaus, which may affect your future ability to rent or obtain credit.

To avoid further escalation, please deliver a certified check or money order for the full amount to [Payment Location/Office Address] immediately.

If you have already sent payment, please disregard this notice and provide proof of payment to our office.

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Phone Number]

[Email Address]