

NOTICE TO PAY RENT OR QUIT

Date: [Date of Letter]

To Tenant(s): [Tenant Names]

Rental Address: [Full Property Address]

PLEASE TAKE NOTICE that you are currently in default of your lease agreement for the unpaid rent of the premises described above.

As of this date, the total amount of past due rent is: **\$(Amount Due)**

This amount covers the following period(s): [List Months/Dates Due]

You are hereby required to pay the full amount of rent due within [Number of Days, e.g., 3 or 5] days from the date of service of this notice. Payment should be made via [Payment Method] to [Landlord/Manager Name].

IF YOU FAIL TO PAY THE FULL RENT DUE OR VACATE THE PREMISES WITHIN THE TIME PERIOD STATED ABOVE: Legal proceedings will be instituted against you to recover possession of the premises, to recover the unpaid rent, and to recover applicable court costs and attorney fees.

Please contact [Landlord Name] immediately at [Phone Number] if you have any questions or wish to discuss this matter.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Address]

[Phone Number]