

DATE: [Insert Date]

TO:

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: FINAL NOTICE BEFORE LEGAL ACTION - LEASE ARREARS

Property Address: [Insert Property Address]

Dear [Tenant Name],

This letter serves as a formal final demand for the outstanding lease arrears currently owed on the above-mentioned property. Despite previous reminders, your account remains unpaid.

As of [Date], our records show an outstanding balance of **#[Total Amount Owed]**. This balance consists of the following:

- [Description/Month]: #[Amount]
- [Description/Month]: #[Amount]
- Late Fees: #[Amount]

REQUIRED ACTION:

Please remit the full payment of **#[Total Amount Owed]** by no later than [Deadline Date, e.g., 7 days from today].

Payment can be made via [Insert Payment Method - e.g., Bank Transfer/Online Portal/Check].

FAILURE TO COMPLY:

If payment is not received by the specified deadline, we will have no choice but to escalate this matter. This may include:

- Commencement of formal eviction proceedings.
- Referring your account to a professional debt collection agency.
- Initiating legal action in a court of law to recover the debt, interest, and legal costs.
- Reporting the delinquency to relevant credit bureaus.

If you have already made this payment, please disregard this letter and provide proof of payment immediately.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]
[Email Address]