

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

FORMAL NOTICE OF INTENT TO COMMENCE LEGAL ACTION

Dear [Tenant's Name],

This letter serves as a formal notice regarding the unpaid rent for the property located at [Property Address].

According to our records, your rent account is currently in arrears in the amount of \$[Total Amount Owed]. This balance consists of the following overdue payments:

- [Month/Period]: \$[Amount]
- [Month/Period]: \$[Amount]
- [Late Fees, if applicable]: \$[Amount]

Despite previous reminders sent to you on [Dates of previous reminders], we have not received the outstanding balance or a satisfactory proposal for payment.

Please be advised that if the full amount of \$[Total Amount Owed] is not paid by [Deadline Date, e.g., 7 days from today], I will have no alternative but to commence formal legal proceedings against you to recover the debt. This may include:

- Commencing a claim in the [Name of Court] to recover the debt, plus interest and legal costs.
- Applying for an order for possession of the property (Eviction).
- The reporting of this debt to credit reference agencies.

To avoid legal action, please ensure that the full payment is made to [Payment Method/Account Details] by the date specified above. If you are experiencing financial difficulties, I urge you to contact me immediately at [Your Phone Number] to discuss a repayment plan.

If you have already made this payment within the last 24 hours, please disregard this notice.

Yours sincerely,

[Your Signature]

[Your Printed Name]