

DATE: [Current Date]

FROM:

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]

TO:

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

RE: NOTICE OF INTENT TO FILE A LAWSUIT FOR UNPAID RENT

Dear [Tenant Name],

This letter serves as formal notice regarding your failure to pay rent for the property located at [Property Address].

As of [Date], your account is past due in the amount of \$[Total Amount Owed]. This balance covers the following periods:

- [Month/Year]: \$[Amount]
- [Month/Year]: \$[Amount]
- Late Fees: \$[Amount]

Despite previous requests for payment, the balance remains unpaid. This is a violation of your lease agreement dated [Lease Start Date].

Please be advised that if the total amount of \$[Total Amount Owed] is not paid in full by [Deadline Date], I will have no choice but to initiate legal proceedings against you in [Name of County] Court.

This lawsuit will seek to recover:

- The full amount of unpaid rent and late fees;
- Court costs and filing fees;
- Attorney fees (if applicable per the lease);
- Interest as allowed by law.

A legal judgment against you may negatively impact your credit score and your ability to rent property in the future.

You may avoid this legal action by delivering a certified check or money order for the full balance to the address listed above no later than 5:00 PM on the deadline date mentioned.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]