

Date: [Insert Date]

To: [Tenant Name(s)]

Address: [Property Address]

City, State, Zip: [City, State, Zip Code]

RE: NOTICE TO PAY RENT OR QUIT / TERMINATION OF LEASE

Dear [Tenant Name],

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

As of [Current Date], you are in default of your lease agreement for the total amount of \$[Total Amount Owed]. This balance is calculated as follows:

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

Demand for Payment:

You are hereby required to pay the full amount of \$[Total Amount Owed] within [Number of Days, e.g., 3 or 5] days of receiving this notice. Payment must be made via [Payment Method].

Termination of Lease:

If you fail to pay the full amount or vacate the premises by [Deadline Date], your lease agreement is hereby terminated. If you do not comply, I will be forced to initiate legal proceedings to recover possession of the property, outstanding rent, late fees, and legal costs.

Please contact me immediately at [Your Phone Number] if you intend to vacate the property voluntarily or if you have any questions regarding this notice.

Sincerely,

[Landlord/Manager Name]

[Address]

[City, State, Zip Code]