

NOTICE TO TERMINATE LEASE FOR NON-PAYMENT OF RENT

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Dear [Tenant Name],

This letter serves as formal notice that your lease agreement dated [Lease Start Date] for the property located at [Property Address] is being terminated due to your failure to pay rent as required by your contract.

As of [Current Date], your account is delinquent in the total amount of \$[Total Amount Owed]. This balance consists of the following:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]

Under the terms of your lease and in accordance with state law, you are hereby required to:

1. Pay the full amount listed above by [Deadline Date/Time] to avoid further action; or
2. Vacate the premises and return all keys to the landlord by [Move-out Date].

If you fail to pay the total delinquent balance or vacate the property by the dates specified above, legal proceedings will be initiated to recover possession of the premises and to obtain a judgment for the unpaid rent, late fees, and legal costs.

Please contact [Landlord/Property Manager Name] immediately at [Phone Number] or [Email Address] to discuss this matter or to confirm your move-out arrangements.

Sincerely,

[Landlord/Property Manager Signature]

[Landlord/Property Manager Printed Name]

[Address]

[Phone Number]