

Date: [Date]

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

To: [Tenant Name]  
[Tenant Address]  
[Unit Number]  
[City, State, Zip Code]

## NOTICE TO PAY RENT OR QUIT

Dear [Tenant Name],

PLEASE TAKE NOTICE that you are currently in default of your lease agreement for the premises located at the address listed above. As of [Current Date], you owe the following past due amounts:

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

You are hereby required to pay the full amount due within [Number, e.g., 3 or 5] days from the date of service of this notice.

Failure to pay the total amount due will result in the immediate termination of your lease agreement. If payment is not received by [Deadline Date], you are required to vacate the premises and deliver possession of the property to the landlord.

If you fail to pay or vacate, legal proceedings will be initiated against you to recover possession of the premises, to recover the rent due, and to seek damages, court costs, and attorney fees as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Landlord Signature]  
[Landlord Printed Name]