

**Date:** [Insert Date]

**To:** [Tenant Name(s)]

**Property Address:** [Insert Full Property Address]

**RE: NOTICE OF IMMEDIATE LEASE TERMINATION FOR NON-PAYMENT OF RENT**

Dear [Tenant Name],

This letter serves as formal notice that your lease agreement for the property located at [Insert Property Address], dated [Insert Lease Start Date], is hereby terminated effective immediately.

This termination is due to your failure to pay rent as required by the terms of your lease. As of [Insert Date], your account is in arrears in the total amount of \$[Insert Total Amount Owed]. This balance consists of the following:

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

Demand for payment has previously been made, and the grace period provided by law and/or your lease agreement has expired without the balance being settled.

You are hereby required to vacate the premises and return all keys to the landlord by [Insert Time] on [Insert Date]. Please ensure that all personal belongings are removed and the property is left in a clean condition.

The Landlord reserves the right to pursue legal action to recover the outstanding rent, late fees, and any damages to the property, as well as legal costs associated with this eviction process.

Please contact [Insert Name/Phone Number] immediately to arrange for the final inspection and key handover.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]