

Date: [Current Date]

To: [Tenant Name]

Property Address: [Property Address]

RE: NOTICE OF LEASE CANCELLATION FOR NON-PAYMENT OF RENT

Dear [Tenant Name],

This letter serves as formal notice that your lease agreement for the property located at [Property Address] is being cancelled effective [Date of Cancellation] due to your failure to pay rent as agreed.

As of today, our records show an outstanding balance of \$[Total Amount Owed]. This balance includes:

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

Because you have failed to cure this default within the timeframe required by your lease and local law, your right to occupy the premises is hereby terminated. You are required to vacate the property and return all keys by [Move Out Date/Time].

Please be advised that your security deposit will be handled in accordance with the terms of your lease and state law. We reserve the right to pursue legal action to collect all unpaid rent, damages, and legal fees incurred as a result of this breach of contract.

If you have any questions or wish to arrange the return of the keys, please contact me immediately at [Phone Number] or [Email].

Sincerely,

[Your Name/Landlord Name]
[Company Name, if applicable]
[Your Phone Number]