

Date: [Current Date]

To: [Tenant Name]

Property Address: [Full Property Address]

RE: NOTICE OF LEASE TERMINATION DUE TO NONPAYMENT OF RENT

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 hereby terminated due to persistent nonpayment of rent.

As of today, your account is in arrears in the total amount of \$[Total Amount Owed]. This balance includes the following overdue payments:

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

Pursuant to the terms of your lease agreement and local landlord-tenant laws, you are required to vacate the premises no later than [Move-out Date/Time].

Please ensure that all keys and property access devices are returned to [Location/Person] by the date mentioned above. The property should be left in a clean condition, free of all personal belongings and trash.

Failure to vacate the property by the specified date will result in the commencement of formal legal proceedings and eviction actions to recover possession of the premises and all outstanding debts, including legal fees.

Please contact me immediately at [Your Phone Number] or [Your Email] to discuss the delivery of keys or to arrange a final inspection.

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]

[Your Phone Number]