

FINAL NOTICE BEFORE LEGAL ACTION

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

City, State, Zip: [City, State, Zip]

Dear [Tenant Name],

This letter serves as a formal final notice regarding the unpaid rent for the property located at [Property Address].

As of today, your account is past due in the amount of \$[Total Amount Owed]. This balance consists of the following:

- Rent for [Month/Period]: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]

Despite previous notifications, we have not received the outstanding balance. This is your final opportunity to pay the full amount before we take further action.

Please submit the total payment of \$[Total Amount Owed] by [Deadline Date] via [Payment Method].

Failure to comply with this notice will result in the commencement of formal legal proceedings, which may include eviction and a collection lawsuit to recover the debt, interest, and legal fees. This action may also negatively impact your credit rating.

If you have already sent the payment, please disregard this notice.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]