

FINAL NOTICE BEFORE LEGAL ACTION

Date: [Current Date]

To: [Tenant Name]

Address: [Property Address]

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

Dear [Tenant Name],

This letter serves as a formal final notice that your rent for the property located at [Property Address] is severely overdue. Our records indicate that you have failed to pay rent for the following period(s):

- [Month/Period]: \$[Amount]
- Late Fees: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Despite previous reminders, the balance remains unpaid. This is a serious violation of your lease agreement. You are hereby requested to pay the total balance in full by [Deadline Date].

Failure to receive the full payment by the date mentioned above will result in the following actions:

- Immediate termination of your lease agreement.
- Commencement of legal eviction proceedings.
- Reporting of this debt to credit bureaus.
- Legal action to recover the unpaid balance, including attorney fees and court costs.

Please remit payment immediately to [Payment Instructions/Location] to avoid further action.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]