

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]
[City, State, Zip Code]

RE: Notice to Quit and Statement of Arrears

Dear [Tenant Name],

Please find attached a formal Eviction Notice regarding your tenancy at [Property Address]. This notice has been issued due to your failure to pay rent as required by your lease agreement.

Accompanying the notice is a copy of your Tenant Ledger. This ledger provides a detailed breakdown of all charges, payments received, and the current outstanding balance of \$[Total Amount Owed] as of [Current Date].

To avoid further legal action or the filing of an eviction lawsuit in court, you must pay the total outstanding balance or vacate the premises by the date specified in the attached notice.

If you believe there is an error in the attached ledger or if you wish to discuss a payment arrangement, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Typed Landlord/Manager Name]

Enclosures:

1. Formal Eviction Notice
2. Tenant Ledger / Statement of Account