

NOTICE TO PAY RENT OR SURRENDER POSSESSION

Date: [Date of Notice]

To: [Tenant Name/Business Name]

Address: [Premises Address]

Unit/Suite: [Unit Number]

NOTICE IS HEREBY GIVEN that pursuant to the terms of your Lease Agreement dated [Lease Date] for the premises described above, you are currently in default of your rent payments.

As of this date, the total amount of past due rent and associated charges is: **[\$[Total Amount Due]**.

This balance is calculated as follows:

- Base Rent (Period: [Date Range]): \$[Amount]
- Late Fees: \$[Amount]
- CAM/Operating Expenses: \$[Amount]
- Other Charges: \$[Amount]

TAKE FURTHER NOTICE that you are required to pay the full amount stated above within [Number of Days, e.g., 3 or 5] days of the service of this notice.

Payment must be made in the following manner: [Insert Payment Method, e.g., Certified Check to Landlord Office].

IF YOU FAIL TO PAY THE FULL AMOUNT OR VACATE THE PREMISES within the time period specified, the Landlord will initiate legal proceedings against you to recover possession of the premises, to recover the past due rent, and to seek any other damages or costs permitted by the Lease and applicable law, including attorney fees.

This notice does not terminate your obligations under the Lease. All rights and remedies of the Landlord are hereby expressly reserved.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]