

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO FILE EVICTION

Dear [Tenant Name],

This letter serves as formal notice regarding your outstanding balance for the property located at [Property Address].

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

- Unpaid Rent: \$[Amount] (Period: [Date Range])
- Late Fees: \$[Amount]
- Other Charges: \$[Amount] ([Description])

Despite previous requests for payment, the balance remains unpaid. Please be advised that if the total amount of \$[Total Amount Owed] is not received in full by [Deadline Date/Time], I will proceed with filing a formal eviction lawsuit (Unlawful Detainer) with the [Name of Court] Court without further notice.

If an eviction is filed, it may result in:

- A court judgment against you for the total debt owed.
- The inclusion of legal fees and court costs in your balance.
- A negative impact on your credit report and future rental history.
- The legal removal of all occupants and belongings from the property.

Please remit payment immediately via [Accepted Payment Method] to avoid legal action. If you have already sent payment, please disregard this notice.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]