

DATE: [Current Date]

TO (Tenant Name): [Tenant Name]

ADDRESS: [Rental Property Address]

CITY/STATE/ZIP: [City, State, Zip Code]

RE: NOTICE OF INTENT TO TERMINATE LEASE AND COMMENCE EVICTION PROCEEDINGS

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of your lease agreement dated [Date of Lease] for the property located at [Property Address].

The reason for this notice is: [Check one or describe below]

- Non-payment of rent in the amount of \$[Amount Due].
- Violation of lease terms: [Describe violation, e.g., unauthorized pets, noise complaints].
- Other: [Specify].

Under the terms of your lease and local law, you are hereby notified that the Landlord intends to terminate your lease agreement. You have [Number of Days] days from the receipt of this notice to:

1. Pay the full amount of rent and late fees owed (\$[Total Amount]); or
2. Cure the lease violation mentioned above; or
3. Vacate the premises and surrender all keys to the Landlord.

If you fail to resolve the matter or vacate the property by [Deadline Date], the Landlord will immediately file a formal eviction lawsuit (Unlawful Detainer) in court. This legal action may result in a court judgment against you for possession of the property, unpaid rent, court costs, and attorney fees. Furthermore, an eviction filing may negatively impact your credit score and future rental applications.

Please govern yourself accordingly.

Sincerely,

[Landlord or Property Manager Name]

[Phone Number]

[Email Address]

CERTIFICATE OF SERVICE:

I certify that a copy of this notice was delivered to the Tenant on [Date] via: [Hand Delivery / Certified Mail / Posting on Door].