

DATE: [Current Date]

TO (Tenant Name): [Tenant Name]

ADDRESS: [Rental Property Address]

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

RE: NOTICE OF INTENT TO FILE FOR EVICTION FOR NONPAYMENT OF RENT

Dear [Tenant Name],

This letter serves as formal notice that your rent is currently past due in the amount of \$[Total Amount Owed]. This balance is for the period of [Start Date] to [End Date].

As of the date of this letter, we have not received your payment. Failure to pay the full balance or vacate the premises within [Number of Days] days of receiving this notice will result in legal action.

If payment is not received by [Deadline Date], I will file a formal eviction summons with the [Name of Local Court] without further notice to you. This action may result in a court judgment against you, which can affect your credit score and your ability to rent in the future.

Total Amount Due: \$[Total Amount Owed]

Late Fees (if applicable): \$[Late Fee Amount]

Total to Settle Account: \$[Grand Total]

Please deliver payment immediately to [Payment Location/Address] to avoid legal proceedings.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Phone Number]

[Email Address]