

DATE: [Date]

TO: [Tenant Name(s)]

ADDRESS: [Rental Property Address]

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

Dear [Tenant Name],

This letter serves as formal notice that your rent for the period of [Month/Year] is currently past due. As of the date of this letter, your total outstanding balance is \$[Amount].

This balance consists of the following:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]

Total Amount Due: \$[Total Amount]

Please be advised that if the total amount due is not paid in full by [Deadline Date/Time], I will proceed with filing a formal eviction lawsuit (Summons and Complaint) with the [Name of Local Court] without further notice.

An eviction filing may result in a permanent public record, which can negatively impact your credit score and your ability to rent future housing. You can avoid this legal action by paying the full balance immediately.

Please deliver payment to: [Payment Location/Method].

If you believe this letter was sent in error or if you have already made payment, please contact me immediately at [Your Phone Number].

Sincerely,

[Landlord/Property Manager Name]

[Your Address]

[Your Phone Number]