

DATE: [Current Date]

TO: [Tenant Name]

ADDRESS: [Rental Property Address]

UNIT: [Unit Number]

RE: FORMAL WARNING AND NOTICE OF INTENT TO FILE FOR EVICTION

Dear [Tenant Name],

This letter serves as a formal warning regarding your lease agreement for the property located at [Property Address].

You are currently in violation of your lease for the following reason(s):

- ☐ Unpaid rent in the amount of \$[Amount]
- ☐ Late fees in the amount of \$[Amount]
- ☐ Violation of lease terms: [Describe violation, e.g., unauthorized pets, noise complaints]

REQUIRED ACTION:

To avoid legal action and the filing of an eviction lawsuit, you must take the following steps by [Deadline Date]:

1. Pay the total outstanding balance of \$[Total Amount].
2. Correct the lease violation mentioned above.

Failure to comply with this notice by the date specified above will result in the immediate commencement of eviction proceedings in court. This action may result in a court judgment against you, the forced removal from the premises, and negative impacts on your credit report and future rental history.

Please contact [Landlord/Property Manager Name] at [Phone Number] or [Email Address] immediately to resolve this matter.

Sincerely,

[Signature]

[Landlord/Property Manager Name]

[Company Name, if applicable]