

[Landlord Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Tenant Name]
[Address]
[City, State, Zip Code]

RE: NOTICE TO PAY RENT OR SURRENDER POSSESSION

Dear [Tenant Name],

This letter serves as a formal warning regarding your past due rent for the property located at [Property Address].

According to our records, your account is currently delinquent in the amount of \$[Total Balance Due]. This balance consists of the following:

- Rent for [Month/Period]: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]

Demand is hereby made that you pay the full amount of \$[Total Balance Due] on or before [Deadline Date]. Payment should be made via [Accepted Payment Method].

Failure to pay the total balance by the date specified above will leave me with no choice but to commence formal eviction proceedings. This may include filing a lawsuit in court to regain possession of the property, seeking a judgment for the unpaid rent, and reporting the delinquency to credit bureaus.

If you have already sent your payment, please disregard this notice. If you have any questions or believe there is an error in our records, please contact me immediately at [Phone Number].

Sincerely,

[Landlord/Property Manager Signature]
[Printed Name]