

Date: [Current Date]

To: [Tenant Name]

Property Address: [Full Property Address]

Subject: Notice of Lease Termination due to Repeated Late Payments

Dear [Tenant Name],

This letter serves as formal notice that your lease agreement for the property located at [Property Address] is being terminated effective [Move-out Date].

This decision has been made due to repeated failure to pay rent on time, as required by the terms of your lease agreement dated [Lease Start Date]. Specifically, rent payments were received late on the following occasions:

- [Month/Year] - [Number of days late]
- [Month/Year] - [Number of days late]
- [Month/Year] - [Number of days late]

Per the terms of your lease and local landlord-tenant laws, you are required to vacate the premises no later than [Time] on [Move-out Date].

Prior to your departure, please ensure the following:

- All personal belongings are removed from the unit.
- The property is cleaned and returned in its original condition (minus normal wear and tear).
- All keys and access devices are returned to [Location/Person].

Your security deposit of [Amount] will be handled in accordance with state law and the lease agreement. A statement of any deductions for damages or unpaid balances will be mailed to your new forwarding address within [Number] days.

Please provide your forwarding address to me in writing before your departure.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Phone Number]

[Email Address]