

NOTICE TO QUIT FOR NON-PAYMENT OF RENT

Date: [Current Date]

To: [Tenant Name(s)]

Address: [Rental Property Address]

City, State, Zip: [City, State, Zip Code]

Dear [Tenant Name],

This letter serves as formal notice that you are in default of your lease agreement for the property located at [Property Address]. As of [Current Date], our records indicate that you have failed to pay rent for the following period(s):

- [Month/Year]: \$[Amount]
- [Month/Year]: \$[Amount]
- Late Fees: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

You are hereby notified that you must pay the total balance due in full within [Number of Days, e.g., 3 or 5] days of receiving this notice. Payment must be made by [Accepted Payment Method] and delivered to [Management Office Address].

If you fail to pay the full amount or vacate the premises by [Deadline Date], we will have no choice but to initiate formal eviction proceedings in court to regain possession of the property and seek a judgment for the unpaid rent, legal fees, and court costs.

If you believe there is an error in our records or if you have already made this payment, please contact our office immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Agent Name]

[Property Management Company Name]

[Phone Number]