

NOTICE OF INTENT TO FILE EVICTION PROCEEDINGS

Date: [Date]

To: [Tenant Name]

Address: [Rental Property Address]

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

Dear [Tenant Name],

This letter serves as formal notice that you have failed to comply with the terms of your lease agreement for the property located at [Property Address]. Specifically, you have failed to [State Reason, e.g., pay rent / cure lease violations] despite previous notices.

As of the date of this letter, the total amount outstanding is \$[Amount Due].

PLEASE TAKE NOTICE that if the total amount due is not paid in full, or the premises are not vacated by [Deadline Date/Time], I will initiate formal eviction proceedings in the [Name of Court, e.g., County Civil Court].

A court filing will result in:

- The filing of a Summons and Complaint for Eviction.
- A public court record of the eviction filing.
- A request for a judgment including past due rent, late fees, court costs, and legal fees.
- The potential issuance of a Writ of Possession to be executed by the Sheriff.

To avoid the commencement of legal action, you must contact me immediately at [Your Phone Number] or deliver the full payment to [Payment Location] before the deadline stated above.

Sincerely,

[Your Name/Landlord Name]

[Your Address]

[Your Phone Number]