

DATE: [Current Date]

TO:

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

FROM:

[Landlord/Property Manager Name]
[Address]
[Phone Number]

RE: NOTICE OF LEGAL ACTION AND INTENT TO FILE EVICTION LAWSUIT

Dear [Tenant Name],

This letter serves as formal notification that because you have failed to comply with the previous notice to [pay rent / cure lease violation] served on [Date of previous notice], I am now initiating formal legal proceedings against you.

A summons and complaint for eviction (Unlawful Detainer) will be filed with the [Name of County] Court on or after [Date].

The basis for this lawsuit is as follows:

- Total Outstanding Balance: \$[Amount]
- Lease Violation: [Description of violation, if applicable]
- Premises: [Rental Property Address]

Once the lawsuit is filed, you will be served with a court summons. Please be advised that an eviction judgment may result in the following:

1. Court-ordered removal from the premises by the Sheriff.
2. A money judgment against you for past-due rent, late fees, and legal costs.
3. A permanent mark on your public record and credit report.

To stop this legal action, you must immediately [pay the full amount due / vacate the property] no later than [Time] on [Date].

Sincerely,

[Your Signature]

[Your Printed Name]