

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

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

RE: NOTICE OF FILING EVICTION LAWSUIT (UNLAWFUL DETAINER)

Dear [Tenant Name],

This letter is to formally notify you that a legal eviction action has been filed against you in the [Name of Court] Court. The case number is [Case Number].

This lawsuit was filed due to your failure to comply with the previous "Notice to Pay Rent or Quit" served on [Date Notice Served]. As of today, you have failed to pay the outstanding rent balance in the amount of \$[Total Amount Owed].

The total amount currently due is broken down as follows:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- Court Filing Fees: \$[Amount]
- Process Server Fees: \$[Amount]

You will be formally served with a Summons and Complaint by a process server or sheriff. You are required to respond to the court or appear at the scheduled hearing as indicated in the legal documents. Failure to respond may result in a default judgment against you, allowing the landlord to regain possession of the property and recover all owed funds.

If you wish to resolve this matter before the court hearing, you must contact [Landlord/Property Manager Name] immediately at [Phone Number] to pay the full balance listed above.

Sincerely,

[Signature]

[Printed Name]