

DATE: [Current Date]

TO TENANT(S): [Tenant Name(s)]

ADDRESS: [Rental Property Address]

RE: NOTICE TO PAY RENT OR SURRENDER POSSESSION

Dear [Tenant Name],

This letter serves as a formal demand for the past due rent regarding the property located at [Rental Property Address].

As of [Current Date], our records indicate that your rent account is delinquent in the total amount of \$[Total Amount Owed]. This balance covers the following period(s):

- [Month/Period]: \$[Amount]
- [Month/Period]: \$[Amount]
- Late Fees (if applicable): \$[Amount]

PLEASE TAKE NOTICE that you are required to pay the full amount of \$[Total Amount Owed] within [Number of Days, e.g., 3 or 5] days from the date of service of this notice.

Payment should be made via [Accepted Payment Method, e.g., Certified Check] and delivered to [Address for Payment].

If the full amount is not paid within the timeframe specified above, you are required to vacate the premises and deliver possession of the property to the landlord. Failure to pay or vacate will result in the commencement of legal proceedings to regain possession of the property and to recover all unpaid rent, damages, and legal costs.

If you have already sent payment, please disregard this notice.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Phone Number]

[Email Address]