

NOTICE TO VACATE FOR NON-PAYMENT OF RENT

Date: [Date of Notice]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Dear [Tenant Name],

This notice is to formally inform you that you are in default of your lease agreement for the property located at the address above due to failure to pay rent.

As of [Current Date], our records indicate that your past due balance is as follows:

- Past Due Rent: \$[Amount]
- Late Fees (if applicable): \$[Amount]
- **Total Balance Due: \$[Total Amount]**

You are hereby notified to pay the total amount due in full or vacate the premises within [Number, e.g., 3 or 5] days from the date of this notice.

If you fail to pay the full amount or move out by [Deadline Date], legal action will be initiated to regain possession of the property, which may include eviction proceedings and a claim for the outstanding debt, legal fees, and court costs.

Please contact me immediately at [Phone Number] or [Email Address] to resolve this matter.

Sincerely,

[Landlord/Property Manager Name]

[Address]

[Phone Number]