

NOTICE TO VACATE FOR NON-PAYMENT OF RENT

Date: [Date of Notice]

To: [Tenant Name(s)]

Address: [Rental Property Address]

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

PLEASE TAKE NOTICE that you are currently in default of your lease agreement for the property listed above due to failure to pay rent and/or other associated fees.

As of [Date], the total balance due is: **[\$Total Amount Owed]**

The breakdown of this balance is as follows:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]

You are hereby required to pay the full amount listed above or surrender possession of the premises and move out within [Number of Days, e.g., 3 or 5] days from the date of this notice.

Failure to pay the total balance or vacate the premises within the specified timeframe will result in the commencement of formal legal proceedings to evict you from the property and to recover all unpaid balances, court costs, and attorney fees as permitted by law.

Please remit payment immediately to: [Payment Location/Address].

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

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]