

DATE: [Insert Date]

TO: [Insert Tenant Name(s)]

ADDRESS: [Insert Property Address]

SUBJECT: FINAL DEMAND TO PAY RENT OR SURRENDER PREMISES

Dear [Insert Tenant Name],

This letter serves as a formal final demand regarding your failure to pay rent for the premises located at the address listed above.

As of today, you are in default of your lease agreement dated [Insert Lease Start Date]. Your account is currently past due in the total amount of \$[Insert Total Amount Due], which consists of the following:

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

TAKE NOTICE that you are required to pay the full amount listed above or surrender possession of the premises to the landlord within [Insert Number of Days, e.g., 3 or 5] days from the delivery of this notice.

Failure to comply with this demand will result in the immediate commencement of legal eviction proceedings to regain possession of the property and to recover all unpaid rent, legal fees, and court costs as permitted by law.

Please remit payment immediately or contact the undersigned to arrange for the return of the keys and a move-out inspection.

Sincerely,

[Insert Landlord/Property Manager Name]

[Insert Contact Phone Number]

[Insert Contact Email Address]