

NOTICE OF FORFEITURE AND TERMINATION OF LEASE

Date: [Insert Date]

To (Tenant Name): [Insert Tenant Name]

Address: [Insert Property Address]

Dear [Tenant Name],

This formal notice is served regarding your lease agreement dated [Insert Lease Start Date] for the property located at [Insert Full Property Address].

Despite previous warnings and reminders regarding ongoing late rent payments, you have failed to comply with the payment terms outlined in Section [Insert Section Number] of your lease agreement. As of today, the total outstanding balance is \$[Insert Amount].

Due to these persistent breaches of contract, the Landlord hereby exercises the right of forfeiture. Take notice that:

- The lease is hereby terminated effective [Insert Termination Date].
- You are required to vacate the premises and return all keys no later than [Insert Time] on [Insert Date].
- Any personal property remaining after this date will be handled according to local statutes.

This action is taken without prejudice to the Landlord's right to recover all outstanding rent, late fees, and legal costs incurred as a result of this forfeiture.

If you fail to vacate the property by the specified date, formal legal proceedings for eviction and possession will commence immediately.

Please contact [Insert Name/Company] at [Insert Phone/Email] to arrange the handover of the property.

Sincerely,

[Your Name/Signature]

[Landlord/Property Manager Name]

[Your Address]

[Your Phone Number]