

DATE: [Current Date]

TO: [Tenant Name(s)]

ADDRESS: [Rental Property Address]

RE: NOTICE TO QUIT FOR NON-PAYMENT OF RENT

Dear [Tenant Name],

This letter serves as formal notice that your rent for the property located at [Property Address] is past due. As of [Date], our records indicate that you have failed to pay rent for the period of [Start Date] to [End Date].

Total Amount Owed: \$[Amount]

Under the terms of your lease agreement and local laws, you are hereby notified to either pay the full balance listed above or vacate the premises within [Number] days of receiving this notice.

If payment is not received in full or the property is not vacated by [Deadline Date], we will have no choice but to initiate formal eviction proceedings through the court system. This may result in a court judgment against you, additional legal fees, and a negative impact on your credit report.

Please remit payment immediately via [Accepted Payment Method] or contact our office at [Phone Number] to discuss this matter.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]