

[Landlord Name]  
[Landlord Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email]

[Date]

[Tenant Name]  
[Tenant Address]  
[Unit Number]  
[City, State, Zip Code]

**RE: NOTICE TO TERMINATE TENANCY DUE TO REPEATED LATE RENT PAYMENTS**

Dear [Tenant Name],

This letter serves as formal notice that your tenancy for the property located at [Property Address] is being terminated. You are required to vacate the premises no later than [Move-out Date].

This decision has been made due to chronic and frequent delays in the payment of your monthly rent. Despite previous warnings, your rent has been paid late on the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

This repeated failure to pay rent on time constitutes a material breach of your lease agreement. Under the terms of your lease and local landlord-tenant laws, I am exercising my right to terminate your tenancy.

Please ensure that all keys are returned to [Location] and that the property is left in a clean condition, free of all personal belongings and trash, by the date mentioned above. A move-out inspection will be scheduled for [Inspection Date/Time].

Regarding your security deposit, an itemized statement and any remaining funds will be sent to your new forwarding address within [Number] days of your departure, as required by law. Please provide your new address before you vacate.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]