

FINAL NOTICE TO VACATE PRIOR TO EVICTION PROCEEDINGS

Date: [Date]

To: [Tenant Name]

Address: [Rental Property Address]

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

Dear [Tenant Name],

This letter serves as formal and final notice that you are currently in default of your lease agreement for the property located at [Rental Property Address].

As of [Date], your total overdue balance is \$[Total Amount Owed]. This balance consists of the following:

- Unpaid Rent (Period: [Date Range]): \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]

Despite previous notices, the balance remains unpaid. This is your final opportunity to resolve this matter before legal action is taken.

TAKE NOTICE THAT:

1. You are required to pay the full amount listed above or vacate the premises no later than [Time] on [Date].
2. If you do not pay the full amount or surrender possession of the property by the deadline stated above, I will immediately commence formal eviction proceedings in court.
3. An eviction lawsuit may result in a court judgment against you for the unpaid rent, late fees, court costs, and attorney fees. It may also negatively impact your credit rating and future ability to rent.

Please deliver the total payment of \$[Total Amount Owed] to [Payment Location/Address] or return the keys to [Location] by the date specified above to avoid legal action.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Phone Number]

[Email Address]