

Date: [Current Date]

To: [Tenant Name]

Property Address: [Full Rental Address]

Unit Number: [Unit Number]

RE: FINAL WARNING - NOTICE OF INSUFFICIENT FUNDS AND INTENT TO EVICT

Dear [Tenant Name],

This letter serves as formal notification that your payment submitted on [Date of Payment] in the amount of \$[Amount] was returned by the bank due to **Insufficient Funds (NSF)**.

As of today, your rent for the period of [Rental Period/Month] remains unpaid. Furthermore, per your lease agreement, an NSF fee of \$[Fee Amount] and late fees totaling \$[Late Fee Amount] have been applied to your account.

Total Amount Due: \$[Total Balance]

Please be advised that this is your **final warning**. You are required to pay the total balance in full by [Deadline Date/Time]. Payment must be made via [Certified Funds/Cashier's Check/Money Order] only. Personal checks will no longer be accepted.

Failure to remit the full amount by the specified deadline will result in the immediate commencement of legal eviction proceedings. This action may result in your removal from the premises and will be reported to credit bureaus, which may affect your future ability to rent or obtain credit.

Please govern yourself accordingly.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]