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Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This is formal notice to you demanding that you make immediate payment of the unpaid rent due under the terms of the lease agreement covering the following property:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ payment is \_\_\_ days past due. Your rent was due on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In addition, you owe late charges as provided by the lease.

The following is an itemization of the total amount due:

Unpaid rent $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Late charges $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Total $ \_\_\_\_\_\_\_\_\_\_\_\_\_

This matter requires your immediate attention. If payment is not received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, legal action to enforce your obligations under the lease agreement may be taken.

If you have any questions or need additional information. I can be contacted by phone at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_