

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,
