(Date)

(Name)

(Address)

(Address)

Re: Obligation under lease between , Landlord and

, Tenant

Dear :

By our records you currently owe a total of $ in rental and related charges pursuant to the terms of the referenced lease by and between (Landlord) and (Tenant) .

Consequently, I must request and demand that you pay forthwith by certified or cashier’s check the total balance of $ now due and owing to (Landlord) .

The Landlord does and will demand strict compliance with all term of the Lease, including but not limited to rent being due on or before the 1st of each month.

Also, pursuant to \_\_(State)\_\_ Law, (Landlord) hereby gives you notice that the provisions of the aforesaid lease relative to payment of attorney’s fees shall be enforced. Therefore, you shall have ten (10) days from the date of your receipt of this letter to pay the outstanding rental and all other charges without assessment of such attorney’s fees.

Further, if you do not cure your default immediately, we shall proceed with legal action to dispossess you of the premises. Dispossession of the premises in no way relieves you of past, present, or future obligations under subject lease agreement.

Yours truly,