Date:  
  
Tenant's Name:   
  
Address of Rental Unit:  
  
Dear Mr./Mrs...................  
  
This notice is issued with regard to the rental agreement (details - date, serial number, etc.), pursuant to which, you hold possession of the premises described hereinafter. You are hereby required to pay the due and unpaid rent that amounts to ................................, for the period from.......................... To....................... .   
  
You are further notified that within three days from the date of service of this notice, you have to pay the full amount due or vacate the premises and handover the possession of the property to....................................... (Name and address of the landlord/caretaker/manager).   
  
If you fail to comply with this notice by............... (Date), the undersigned will be forced to initiate legal proceedings against you, to recover the amount due, along with damages and for possession of the premises.   
  
(Add a description of the concerned premises. You may also mention the preferred mode of payment.)  
  
Sincerely   
  
(Signature, name, address and contact number of the landlord/manager)