Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Under a lease dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you are the tenant and occupant of premises located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In the above-mentioned lease, you agreed to make monthly rental payments in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dollars ($\_\_\_\_\_\_\_\_\_\_\_).  You are now behind in your rental payments in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dollars ($\_\_\_\_\_\_) and have failed and refused to pay your rent since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in accordance with the terms of the above-mentioned lease.

Accordingly, within three (3) days after you receive this notice, you are required to pay the above sum or surrender possession of the premises in a broom-clean condition to the Landlord.  Should you not comply; the Landlord will commence eviction proceedings under the applicable statute to recover possession of the premises.

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

Landlord’s Signature