Date: \_\_\_\_\_\_\_  
Landlord's Name,  
Address Line 1  
Address Line 2  
City  
State  
  
Tenant's Name,  
Address Line 1  
Address Line 2  
City  
State  
  
Dear Tenant,  
Subject: Notice to vacate for defaulting to pay the rent.  
As per the terms of the lease agreement, you are required to pay the rent on or before the 03rd of every month. However, you have defaulted in paying the rent for the rental property located at (mention the complete address of the rental property).  
You have failed to pay the rent for the month of June and July, which brings your arrears to $ \_\_\_\_\_\_, which include late charges of $ \_\_\_\_\_\_ for each month of nonpayment.  
You are thus, being asked to vacate the rental property within the next 30 days. A Landlord & Tenant Complaint shall be filed against you in case you do not move out of the rental property by the end of the notice period. As mentioned in the lease agreement, in case of eviction proceeding, the cost of such proceedings and the attorney fee shall be borne by the tenant.  
  
Sincerely,  
Signature  
Landlord's Name