Dear …

**Re: \_\_ (Lease/Rental)\_\_ Agreement for premises located at: \_\_(Address)\_\_**

Further to previous verbal discussions I have had with you regarding your habitual late rent payment problem, this letter is to provide you with official written warning, advising you that I will no longer tolerate late monthly \_\_(Lease/Rent)\_\_ payments from you.

In accordance with the above mentioned \_\_ (Lease/Rental) \_\_ Agreement, your monthly \_\_ (Lease/Rent)\_\_ payments are payable in advance for each month, being due on or before the last day of the preceding month. In the future, your failure to comply with this condition will result in termination of the said \_\_ (Lease/Rental) \_\_ Agreement. Consider this your final warning.

In addition, any and all arrears owing as of today’s date, must be paid in full by certified funds by \_\_(date)\_\_. Your arrears currently total \_\_ ($amount) \_\_, which is all inclusive of “late charges” and “returned check” charges. Failure to comply with this demand will result in termination of your \_\_ (Lease/Rental) \_\_ Agreement. Please be made aware that I will not hesitate to take any legal action required to secure monies owed.

I regret having to issue this notice to you, but under the circumstances you have left me no choice.

Yours truly,