

50+ Notice Samples, Format & Examples 2022

When a person or organization wants to enforce something or make something happen, they announce it through a formal notice. It makes the agenda look urgent as it should. Each day, notices are written as a way of formal communication, which is why we've made hundreds of [notice templates](#).

To create a notice of your very own, follow the following steps:

- Browse through our notice samples to create your own notice.
- Customize Online or Download in your preferred File format and Print As Required

If you have no idea how to start a notice document, don't worry. It's actually not that hard. It's a simple document filled with simple information. And with our 50 notice samples, you can finish in no time. Have a look at each and download the ones you need.

1. Freelance Work Notice Sample

It's common nowadays to disseminate bulk workloads to freelancers. If your company will soon be doing the same, you can announce it using our Freelance [Work Notice Sample](#). Let your regular freelancers know what to expect.

Fidells Sales Consulting

FREELANCE WORK NOTICE

Date: June 03, 2020
From: Steven Stubblefield
To: All Freelance Workers

With the temporary closing of the company's office during the quarantine period, the company will be passing more workloads to freelance consultants. The company notifies the freelancers of the upcoming bulk of workloads, which will be expected starting next week, June 10, 2020.

Freelancers are advised to complete their pending tasks within the week to start with the new tasks next week. If you have any questions related to this arrangement, you may contact the HR department at 222 555 7777.

Respectfully,

 Steven Stubblefield

President

2. Notice - Work To Cover Up Sample

Construction work is never easy and cheap. If you're a construction worker, inform your boss and clients about your work's scope. For that, you can use our Notice - Work To Cover Up template.

Alley Construction

WORK TO COVER UP NOTICE

Date: December 05, 2030
From: Jack Rublin
To: Carol Drake

The construction site that we are currently working on is near the main road where pedestrians and vehicles pass, which may cause hazards and accidents to the passersby when left as is.

As such, the installation of the metal fencing and safety net is needed. This would require additional costs and labor, which has not been specified in the contract documents. Once we have computed the needed expenses, we will send you a breakdown of the costs. We will assure you that we will help minimize any related expenses.

Should you have any suggestions, please inform us immediately so we will know how to proceed.

Respectfully,

Signature *

Name *

Company/Email *

Date Signed 

3. Termination Notice Sample

Termination has different types. There's employment termination, contract termination, and more. But whatever termination agenda you have, you can use our [Termination Notice](#) Sample. Just fill in its blanks with the necessary info and you're done.

Termination Notice

To: _____

Subject: _____

Drawings: _____

Please accept this letter as acknowledgment of termination of our company's agreement, referring to agreement _____ (Member Number) signed on _____ (Effective Date). The duration of the termination is from _____ (Effective Date) to _____ (Effective Date). The termination of the agreement is effective on the _____ (Effective Date) and the termination of the agreement is effective on the _____ (Effective Date).

I hereby give you notice of _____ (Effective Date) and the termination of the agreement is effective on the _____ (Effective Date).

Instructions:

- Please return all company property to the company within 10 business days of the termination date.
- Please return all company property to the company within 10 business days of the termination date.
- Please return all company property to the company within 10 business days of the termination date.

Signature: _____

Date: _____

W U A P

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4. Landlord Notice of Termination of Lease Sample

Landlords have the power to terminate leases as long as there's a valid reason. But they must do so in a professional manner through a formal notice like the one below.

HOLLER REALTY

LANDLORD NOTICE OF LEASE TERMINATION

Date: February 05, 2030

From: Conner Davis

To: Yolanda Cassanova

Address: 8409 East Gartner St., Sebastian, FL 32958

This is to notify you, the Tenant of the residence on the address aforementioned, that the Landlord has decided not to renew, for a third term, your residence lease that is expiring on April 08, 2030. The Landlord has been receiving offers of purchase from prospective buyers, which requires such lease termination. Please consider this as your 60-day notice to take the appropriate actions in vacating the property.

We highly appreciate your satisfactory behavior during your tenancy, and we apologize for any inconvenience the termination of your lease may have caused on your part.

Respectfully,

 Signature

Landlord Representation

THORN.COM

5. Real Estate Eviction Notice Form Sample

Real estate is a serious business. So if tenants can't pay or meet certain requirements, realtors have no choice but to evict them. So if you're a realtor, deal with such situations with our Real Estate [Eviction Notice](#) Form.

Prima Village Properties	
REAL ESTATE TENANCY EVICTION NOTICE	
<hr/>	
Date: March 20, 2030 From: Wynnle Prima To: Joan Parnell	
This notice is to inform you that your long-term lease on Block 55 of Prima Village Properties will be coming to an end on May 10, 2030. If you plan on remaining in the property, you will be required to sign another lease for your stay.	
On the other hand, if you fail to respond to this notice within 30 days, then you will be required to vacate the property on or before the termination date.	
Respectfully,	
	
Property Manager	
<div>THANK YOU!</div>	

6. 5-Day Eviction Notice Sample

If you want to give tenants an advanced heads-up of their eviction, you can use our 5-Day Eviction Notice Sample.

Mark Realty

EVICTIION NOTICE

Date: April 04, 2020

From: John Matthew

To: Marie Spencer

You are hereby notified to vacate the townhouse within five (5) days upon receipt of this notice. This eviction is due to your failure to pay the rent for the last two months, which is a violation of the Lease Agreement.

Kindly return the keys to the landlord and amicably vacate the place within the allotted days. If you fail to do so, we will be forced to take legal actions to evict you from the property.

Respectfully,

Signature

Name

Company Name

Date Signed

THANKYOU

7. Resignation Letter With 30 Day Notice Sample

Employers would appreciate it if employees notify them of their resignation 30 days prior. It's a professional manner of leaving a company. So if you have plans to resign, let your boss know using our Resignation Letter With [30 Day Notice](#).

RESIGNATION LETTER WITH 30 DAYS NOTICE

[DATE]

Dear **[RECIPIENT NAME]**,

The purpose of this letter is to provide you a 30-day notice of my resignation as **[YOUR DESIGNATION]** at **[YOUR COMPANY NAME]** effective on **[EFFECTIVE DATE]**. I am leaving due to **[REASON]**. I have really enjoyed my stay with the company and working with the team. I shall cooperate and do everything possible to ensure the smooth transition of my duties.

I will continue to perform my regular duties until the effective date of my resignation and would be more than happy to assist in searching for a suitable replacement. You can contact me via **[YOUR PHONE NUMBER]** or email me at **[YOUR EMAIL ID]** should there be any questions or uncertainties regarding my responsibilities.

Thank you for all the great opportunities for personal and professional growth that I have experienced through working with the company. I wish the organization great luck with future endeavors.

Respectfully,

[YOUR SIGNATURE]

[YOUR NAME]

Copyright © Template.net

W P O

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8. 30 Day Notice To Landlord Sample

If you're a tenant planning to leave your apartment, it would be nice to inform your landlord a month ahead. Send him or her a formal 30-day notice like the sample below.

30 Day Notice to Landlord

[INSERT DATE OF NOTICE 30 DAYS PRIOR]

[INSERT NAME OF LANDLORD]
[INSERT LANDLORD'S OFFICIAL ADDRESS]
[INSERT CONTACT INFORMATION]

Dear Mr./Ms. [INSERT LANDLORD'S SURNAME],

I am sending this notice to inform you of my intent to vacate the apartment/home I reside in located at [INSERT APARTMENT/RESIDENCE ADDRESS] 30 days from the date of this notice which is on [INSERT DATE 30 DAYS LATER]. I will officially vacate the apartment/residence on [INSERT THE DATE YOU MOVE OUT].

Within 30 days, I am going to comply with the obligations required of as stipulated on the lease agreement dated [INSERT LEASE AGREEMENT DATE] enumerated as follows:

[INSERT PROVISIONS INDICATED ON THE AGREEMENT TO BE DONE BY THE TENANT BEFORE MOVING OUT IN BULLET FORM]

As per our agreement, I am requesting your return of my deposit and any other refund you are obliged to return after I vacate the premises. Send the refund to my new address, [INSERT NEW ADDRESS OF TENANT].

Sincerely,

[INSERT YOUR SIGNATURE]
[INSERT NAME OF TENANT]
[INSERT APARTMENT/RESIDENTIAL ADDRESS]

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9. Software Copyright Notice Sample

Things that your company created should be protected with a copyright. Your company is the sole entity that can claim ownership of them. If your company produces software, go after those that claim ownership of your products. Warn them using our [Software Copyright Notice](#).

BitLead Software Ltd.

SOFTWARE LICENSE AND COPYRIGHT NOTICE

Date: March 22, 2030
From: Pamela Hoover
To: Stephaine Blackwell

The company grants the licensee a non-exclusive and non-transferable license to use the accounting software subject to the terms and conditions stipulated in the Agreement attached herewith.

The company maintains ownership of all rights of the software specified in the Agreement subject to the copyright law of the United States, including its patents and trademarks, computer codes, texts, photographs, videos, audio-visual, and printed documents.

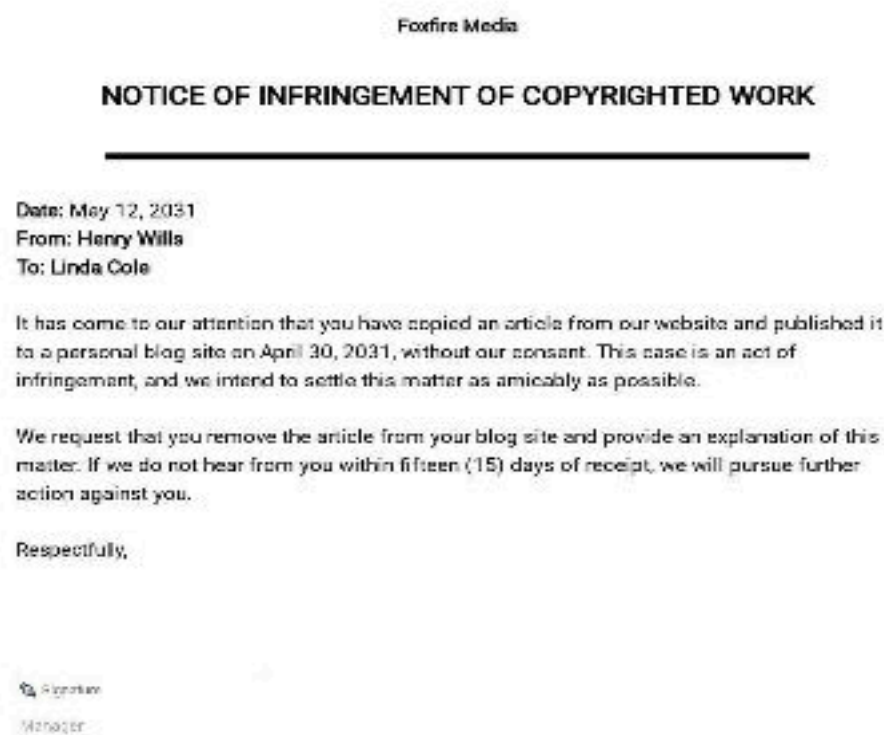
Respectfully,

 Signature

Website Manager

10. Notice of Infringement of Copyrighted Work Sample

Here's another firmly-made copyright notice sample. Use it to call out people copying or claiming credit for your creative works.



11. Notice To Employees of Bonus Cancellation Sample

As an employer, bonus cancellation is news you don't relish disseminating to your workforce. It diminishes morale and employee engagement. But you have to inform them nonetheless. They deserve to know. So whenever you're faced with that situation, use our [employee notice](#) sample below.

NOTICE TO EMPLOYEES OF BONUS CANCELLATION

[NAME]

Dear [RECIPIENT NAME],

So far, this has been a challenging and stressful year for [YOUR COMPANY NAME]. A lot of things happened, especially the financial aspects of the company. I am pretty sure that you are aware that the loss of our contracts with [DETAIL], because of [PERSON].

Because of this, a major compromise had to be made. We did think a lot, whether to let some of our employees go, or perhaps not to explore different possible aspects for cost reduction. After a lot of contemplation, we decided to choose the latter option. However, one of the policies we were committed to uphold for this month and the rest of the year, was the company's annual Christmas bonus intended for every employee.

We are deeply sorry about this since this has been [YOUR COMPANY NAME]'s tradition for [NUMBER] years. Furthermore, we are so grateful for all your hard work and loyalty. We at [YOUR COMPANY NAME] are positive that next year and the following years, we will be able to re-establish the company's tradition of giving annual Christmas bonus protocol.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]

W G O

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12. Notice to Employees of New Vacation Policy Sample

Your employees deserve to go on vacations, but they must observe your company's vacation policy. So if there are some new updates about it, inform your workforce with our sample notice below.

NOTICE TO EMPLOYEES OF NEW VACATION POLICY

[DATE]

Dear [RECIPIENT NAME],

There is now a new vacation policy that the company will be implementing as of [DATE]. Kindly read the policy and be guided in the given requirements. You can be found in the [LOCATION].

We are integrating this new policy as part of the new requirement mandated by the [PARTY].

For further inquiries or concerns, feel free to talk to me in my office.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]

W Notepad Folder Settings

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13. Clickable Software License Notice Sample

Software contains crucial assets and data. That's why most tech companies issue licenses before users can access them. So if you own a tech company, you can communicate with customers about licenses through formal notices. In that case, use our [IT and software notice](#) template below.

Source Solutions Inc.

CLICKABLE SOFTWARE LICENSE NOTICE

Date: May 20, 2030

From: Carl Walter

To: Daniel Anspach

Any software that can be acquired and downloaded on and through this website shall only be for the personal use of the user. The user must comply with all the terms and conditions stipulated in the License Agreement attached herewith.

The company disclaims all warranties, whether it is expressed or implied, with regard to software download with the exception of all the warranties stipulated in the License Agreement. The warranties disclaimed by the vendor include warranties of merchantability, non-infringement of the rights of other parties, and software title and ownership.

Respectfully,

Signature

Website Manager

THANK YOU!

14. Virus Notice Sample

Viruses cause significant problems to computers if left unchecked. Your tech company should give its users a heads up about them. Use our Virus Notice Sample.

Mitech Software

VIRUS NOTICE

Date: February 05, 2030

From: Rosy Claire


To: Robin Benson

Certain graphics software and tools are available for download from this website. The owner and operators of this website are not responsible for any computer viruses that may be present in any of the software and tools that you can obtain from this site.

As a user, you shall be responsible for performing anti-virus screening on the files you downloaded from this site. Please notify us immediately if you believe that certain files you downloaded from this site contain viruses.

Thank you.


Respectfully,

 Signature

Rosy Claire

15. School Staff Meeting Notice Sample

Faculty staff members meet regularly to discuss academic plans. They need to work cohesively to reach desired learning outcomes for the students. If you're a faculty head or school principal, it's your job to call meetings. Announce them formally using our School Staff [Meeting Notice](#).

Vallancourt Academy	
SCHOOL STAFF MEETING NOTICE	
<hr/>	
Date: July 29, 2027	
From: Jack Hinton	
To: All Staff Members	
In preparation for the upcoming school year 2027-2028, we remind all faculty members and school administrators to attend the school's quarterly staff meeting to discuss the changes in teaching methods and approaches in response to the ongoing pandemic.	
The meeting will be held on August 05, 2027, at the school's conference room, from 9:00 AM to 11:00 AM.	
Thank you.	
<hr/>	
Signature *	
<hr/>	
Name *	
<hr/>	
Company Name *	
<hr/>	
DATE SIGNED *	

16. Waiver of Notice of Meeting of Incorporators Sample

Here's another formal meeting notice sample. This one is made for announcing large corporate meetings, those attended by company higher-ups and executives.



Jeffersons

WAIVER OF NOTICE MEETING OF INCORPORATORS

Date: February 20, 2030

From: Emily Rose

To: Jeffrey Lee

I, the undersigned, being a part of the incorporators of Jeffersons, organized under the laws of the General Incorporation Law of Florida, hereby waive notice of the time, place, and purpose of the organization meeting of said incorporators, on the 25th day of February 2030, at 10:00 AM as the time, at Jefferson's Conference Hall.

I further waive all the requirements of Florida's statutes as to the notice of this meeting and consent to any transactions of such businesses before the meeting.

 Signature

 Textbox

17. 5-Day Notice To Quit Sample

Five days prior is ample time for a tenant to pack all of his or her things and leave the premises. If you're a landlord, you must kick out tenants who can't pay on time. But do so formally with our 5-Day [Notice To Quit](#) template.

The Majestic Residences

5-DAY NOTICE TO QUIT

Date: June 23, 2025

From: Charles Eva

To: Denny Williams

This is to inform you, the Tenant of Residence No. 734 in Denver St., Mark John Lane, NY 12334, to vacate the premises within five (5) days upon the receipt of this notice. This notice is given due to your nonpayment of rent for three consecutive months. Upon full payment of \$1,650.00 on or before the agreed deadline, you may redeem your tenancy.

Failure to comply with the terms and conditions in this notice will enable the Landlord to execute its right to present this situation in court.

Respectfully,

 Signature

Landlord's Legal Representative

18. Notice To Quit For Non-Payment of Rent Sample

Here's another notice to quit sample for tenants unable to pay rent. It has a similar structure to the previous one.

Hill House

NOTICE TO QUIT FOR NON-PAYMENT OF RENT

Date: January 05, 2030

From: John Doe

To: Jane Jones

Tenant's Address: Room 5, Hill House, Sundown Rd., San Francisco, CA 94016

This is to inform you that you are requested to vacate the premises on or before January 20, 2030, due to your failure to pay your rent for December 01, 2029, to January 01, 2030.

The rent due, inclusive of your rent arrears of \$950.00, amounts to \$1,985.00. Should you wish to redeem your tenancy, please pay the amount due within one (1) week from the date specified above.

You may contact me at 222 555 7777 or email me at john@gmail.com.

Respectfully,

 eSignhere

Landlord

19. Notice To Tenant of Rent Default Sample

Rent defaults are a big problem for landlords. But they can be resolved through a formal warning that prompts tenants to pay asap rather than get evicted. A great tool for that would be our [Notice to Tenant](#) Rent Default template.

Givson Estates

NOTICE TO TENANT OF RENT DEFAULT

Date: February 05, 2030

From: Lowell Biondi

To: Corinne Watt

Address: 18 Hall St. Elmhurst New York, NY 11442

This is to notify you of your default on rent payment for the month of January, all the late fees, and other charges owed, totaling \$3,900.00. You are hereby given fifteen (15) days after the receipt of this notice to settle all amounts owed; otherwise, your lease will automatically terminate without notice.

Failure to comply will result in legal actions against you to evict you from the premises and to collect all relevant monetary fees owed, which will include legal and court expenses.

For any questions, please email or call 222 555 7777.

Respectfully,

 Lowell Biondi

Property Manager

20. Notice To Terminate Tenancy At-Will By Tenant Sample

In some situations, it's the tenant that wants to terminate his or her tenancy. So that's why we've included this notice-to-terminate sample document on this list.

Commerce Tech Solutions

NOTICE TO TERMINATE TENANCY-AT-WILL BY TENANT

Date: February 05, 2030

From: Atty. George Wright

To: Hannah Walt

Address: 1760 Lodgeville Road, Minneapolis, MN 55415

This is to notify the Landlord, Hannah Walt, that Commerce Tech Solutions, the Tenant, intends to vacate the rented property within one (1) month from the issuance date indicated in this notice due to the lack of response against pest infestation in the property and failure to address security concerns.

In compliance with the provisions of the Tenancy Agreement, the company will allow Landlord and potential tenants onto the premises upon twenty-four (24) hour notification. The company will coordinate with the Landlord to settle any fees or costs and documentation associated with this tenancy-at-will arrangement.

Respectfully,

Signature

Corporate Lawyer

21. Employee Disciplinary Notice Example

It's important to maintain order among your workforce. So make sure to call out misbehaving employees with this Employee Disciplinary Notice Example.



EMPLOYEE DISCIPLINARY NOTICE

INFORMATION

Employee name: _____
Employee number: _____
Department: _____
Position: _____

THIS NOTICE SERVES AS:

☐ Written Warning ☐ 2nd Written Warning ☐ Final Warning

1. What occurred: _____

2. Action taken in written warning, if applicable, and date: _____

3. Company policy date: _____

4. Employee's response: _____

5. Discipline action this notice serves as for employee: _____

6. The company will be aware: _____

7. Employee's next scheduled performance review date: _____

SIGNATURES

EMPLOYEE SIGNATURE: _____ DATE: _____

MANAGER'S SIGNATURE: _____ DATE: _____

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Download at [GraphicRiver](#)

22. Resignation With No Notice Letter Example

If you're an employee who's about to resign impromptu, this Resignation With No Notice Letter Example could help. Your employers hate sudden resignations, but you still have to inform them professionally.

123 Main Street, Anytown, CA 12345 • 555-555-5555 • jennifer.rodriguez@email.com

April 21, 2021

Jackson Lee
Director
ABCD Company
123 Business Rd.
Business City, NY 54321

Dear Mr. Lee:

Please accept this letter as notification that I am resigning from my position with ABCD Company on September 15. I apologize for not being able to provide two weeks' notice. I regret that, due to circumstances beyond my control, I need to resign immediately.

Please let me know what the process will be for receiving my last paycheck and remaining benefits. I am happy to collect the paycheck through Human Resources, or you could have them mail it to my home address.

Thank you so much for the support that you have provided me during my tenure with the company. I greatly appreciate your years of guidance.

Sincerely,

Jennifer Rodriguez (signature hard copy letter)

Jennifer Rodriguez

[Download at The Balance Careers](#)

If you're an auditor, you might have some use of the North Carolina Audit Notice. You can use it as a reference to create your own audit notices for individuals and organizations.



North Carolina Department of Revenue

Beverly Earls Peckham
Governor

September 30, 2011

David W. Moyle
Secretary

XXXX XXXX
XXXX XXXX XXX XXX
Contract, NC 28017-

SSN: XXX-XX-XXXX
Reference: XXXXXX

Dear Sir/Madam,

The Department is currently reviewing your North Carolina Individual Income tax return(s) for the year(s) 2008-2010. Additional documentation is required to substantiate information on your tax return. Please forward the following information to my attention at the address or fax listed below within 30 days of the date of this letter.

- Copy of Federal Return (1040) and all supporting schedules for year(s) listed above.
- All W-2(s) and/or 1099(s).
- If you are claiming dependent(s), please provide a Birth Certificate and SSN card or ITIN income letter for each dependent claimed.
- If you are married and claimed the filing status of head of household, please provide a copy of your legal separation papers and marital and/or support order agreement, if applicable. If your filing status is married, please provide copy of marriage certificate.
- Any and all documentation to substantiate itemized deductions (Schedule A), if applicable. The attached *Information Guide for Itemized Deductions* describes specifically the records needed for each deduction.
- All receipts, cancelled checks and copies of 1099s and W-2s issued for any wage or labor paid and any other verifiable documentation to substantiate income and expenses claimed for any business (Schedule C), if applicable.
- Any and all documents to substantiate any tax credits (D-400TC) claimed on your North Carolina tax return. The attached *Information Guide for Limited Tax Credits* describes specifically the records needed for each credit.
- Any and all documents to substantiate any "Deductions from Federal Taxable Income" taken on your North Carolina return (D-400, page 2).
- Any other information relevant to your Federal and State returns.
- Telephone number where you can be reached during the hours of 9:00 a.m. and 5:00 p.m.

Failure to provide the requested information by the due date may result in additional tax, penalties, and interest. Your cooperation in this matter is appreciated. If you have any questions, please contact me at (313) 315-7007 Ext. XXXX.

Sincerely,
XXXXX XXXXX
5 Centenary Drive Lenoir Bldg.
Greensboro, NC 27407
336-315-XXXX Fax
Rrrrrrrrrrr

3 Coleman Drive LeasBldg. - Ste 130
Greensboro, NC 27407
(336) 315-7007 Ext XXXX
An Equal Opportunity Employer

Download at TaxAudit

24. Waiver of Notice of Special Meeting of The Board of Directors Example

Your company's board of directors need to be on the same page. That's why it's important to arrange meetings with them regularly. Announce those meetings with this notice example below.

**Waiver of Notice of Special Meeting
of the
Board of Directors
of
[Name of Company]**

We, the undersigned, being all of the Directors of the Corporation, hereby agree and consent that a special meeting of the Board of Directors of the Corporation be held on the date and time and at the place designated hereunder, and do hereby waive all notice whatsoever of such meeting and of any adjournment or adjournments thereof.

We do further agree and consent that any and all lawful business may be transacted at such meeting or at any adjournment or adjournments thereof as may be deemed advisable by the Directors present thereat. Any business transacted at such meeting or at any adjournment or adjournments thereof shall be as valid and legal and of the same force and effect as if such meeting or adjourned meeting were held after notice.

Place of Meeting: _____

Date of Meeting: _____

Time of Meeting: _____

Purpose of Meeting: **To approve the election to be treated as a "small business corporation" for income tax purposes.**

Dated: _____

Director

Director

Director

[Download at New York State Bar Association](#)

25. Payday Notice Example

Employees deserve to know when and how often they'll receive their salaries. If you're an HR manager, make sure of that using this Payday Notice Example.

PAYDAY NOTICE	
ATTENTION EMPLOYEES	
Regular Paydays for Employees of:	
<hr/>	
(Company Name)	
Shall be as follows:	
<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Other <hr/>
If you have any questions regarding your paycheck please contact:	
<hr/>	
(Contact Name & Phone Number)	
Please post in a conspicuous place.	
	
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<small>Product ID: FED1906</small>	

[Download at LaborLawCenter](http://www.laborlawcenter.com)

26. Notice of Overdue Payment Sample

Overdue payments are a big no-no. You shouldn't tolerate them if you want your business to be profitable. So call out customers with unpaid balances. Send them a strict notice of overdue payment. Create one using our [payment notice](#) sample below.

Paul & Sons Co.

Notice of Overdue Payment

Date: January 23, 2028
From: Atty. Ralph Lauren
To: Annie Smith

This letter is to inform you that a certain payment in your account is already past due amounting to \$1000. Please send your payment via our online payment process. It is best to settle this as soon as possible.

If there is an issue with the enclosed bill, you may contact us. We can then further discuss your account as well as the status of your payment. Please communicate with us so that we can further assist you with this matter. Your utmost response is highly appreciated.

If you already have paid the said amount, please ignore this notice. Thank you in advance for your cooperation.

Regards,

 signed

Atty. Ralph Lauren
Paul & Sons Co.

27. Notice of Payment 60 Days Past Due Sample

A due payment 60 days past already is utterly unacceptable. Formally call out a customer with a 2-month unpaid fee asap. Use the notice document sample we've shared below.

[DATE]

Dear [RECIPIENT NAME],

Greetings!

We have noticed in our records that your account with us is now 60 days past due. Attached herewith for your perusal is the statement of unpaid and outstanding account for your account.

In order to keep a good credit reporting and a good standing for your company, we advise you to deliver your payment immediately for such outstanding amount. You can always contact our accounting/creditors department at [DETAILS] for any questions and/or special payment arrangements you would like to negotiate with us in relation to the subject matter at hand.

Your consideration and attention to this matter shall be greatly welcomed.

Respect,

[YOUR SIGNATURE]

[YOUR NAME]

W Notepad Document Teams

TEMPLATE.NET

28. Notice To Vacate Sample

This [printable notice](#) sample was created for the purpose of urging tenants to vacate a property. If you're a realtor or landowner, you might be able to use it in the future. So consider downloading it.

Lucas Estate Agency

NOTICE TO VACATE

Date: April 14, 2030

From: Gary Hudson

To: Joanna Lile

Take notice that you are required to vacate the residential premise at 4571 American Drive, Madison, FL 32340, on or before May 14, 2030.

You have failed to comply with the provisions of the Residential Tenancy Agreement dated January 14, 2030, which requires a monthly payment of \$780.00. The details and breakdown of the payable are contained in the document attached herewith.

Respectfully,

Signature *

Name *

Company/Name *

Date Signed *

THANKYOU.NET

29. Notice of Unclaimed Property at Auction Sample

Not all properties will be claimed during a real estate auction. But they're still up for grabs. Announce their availability using our [real estate notice](#) sample below.

BALDWIN REALTY BROKERS

NOTICE OF UNCLAIMED PROPERTY AT AUCTION

Date: February 05, 2030

From: Anna Marie

To: Lowell Wrights

This serves as a notice for an unclaimed property subject to a public auction by Baldwin Realty Brokers on May 20, 2030, at the property in 456 Merrill St., Munjoy Hill, Portland, ME. The unclaimed property for sale is described in the list below:

- Residential Property
- Two-story House
- 50 x 100 Square Meters

Interested parties are hereby required to complete and submit the requirements as listed on the enclosures.

Respectfully,

 Signature

Sales & Marketing Manager

THANK YOU!

30. Notice of Other Lease Default Sample

Subletting a property without the landlord's knowledge is illegal. As a landlord, be wary of that. Some of your tenants might be doing it behind your back. If you catch them, warn them using this notice sample.

WHITMAN REALTORS

NOTICE OF OTHER LEASE DEFAULT

Date: February 05, 2030

From: Sadie Weaver

To: Charles Spaldrin

Address: Door 1, Jasmine Apartment Complex

This notice is in accordance with the RESIDENTIAL LEASE AGREEMENT signed last November 18, 2029, in the State of California.

It is illegal to sublet the property to a third-party individual without the knowledge of the Landlord. As the Tenant, you are hereby given thirty (30) days to take the necessary steps to rectify the situation.

Failure to comply with the terms and conditions will result in a breach of the Agreement. If you fail to take the necessary actions, the Landlord has the right to present this situation in court.

Respectfully,

 e-signature

Property Manager

31. Commercial Real Estate Eviction Notice Sample

Even companies renting office spaces can be subject to eviction. They're not exempted from it if they fail to meet requirements. A commercial [real estate eviction notice](#) should be in place in that case.

[YOUR COMPANY LOGO]
[YOUR COMPANY NAME]

**COMMERCIAL REAL ESTATE
EVICTION NOTICE**

DATE: [SAMPLE CONTENT]
TO:
NAME: [SAMPLE CONTENT]
ADDRESS: [SAMPLE CONTENT]
STATE: [SAMPLE CONTENT]

State in this paragraph what the notice is all about and why it is being served. Provide clear and specific information regarding the **[eviction, leasehold, landlord/tenant, tenants/lease, property]** and other details. You may want to the basis for the eviction. The date the tenant is required to move out, as well as any remaining obligations, should also be clearly stated.

Indicate here the specific date this notice was written (dated **[DATE IS]**).

[YOUR NAME]
[YOUR DESIGNATION]
[CERTIFICATE OF SERVICE]
I, **[YOUR NAME]**, certify that a copy of the eviction notice has been personally delivered to **[TENANT NAME at TENANT ADDRESS]** on **[DELIVERY DATE]**.

[ADD SIGNATURE]
[YOUR NAME]

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32. 30-Day Real Estate Eviction Notice Sample

If you're a realtor, 30 days of prior eviction notice is good enough. It's a nice and civilized way of evicting tenants. So if that's your style, get our 30-Day Real Estate Eviction Notice.

30-DAY EVICTION NOTICE	
NO COMMERCIAL	
STATE:	[FLORIDA]
DATE:	[APRIL 5, 2022]
TO:	
Name:	[MARTY CARTER]
ADDRESS:	[UNIT 12, 4566 YORKSHIRE CIRCLE, MAJOR BLANCH, FL 33446]
Pursuant to Florida 30-day eviction notice statute [§ 81.05] located at [§ 81.05 YORKSHIRE CIRCLE, MAJOR BLANCH, FL 33446]. This is due to your failure to pay rent, which serves as one of the grounds for a tenant's eviction and the termination of the signed agreement. In addition, you have also failed to make the necessary payments for the month of February despite having received prior notice last [MARCH 1, 2022].	
You have until [MAY 1, 2022], to remove all your belongings and surrender the premises to the landlord. Failure to do so will grant the landlord authority to take legal action against you.	
Dated:	[APRIL 5, 2022]
_____ JONATHAN GARCIA LANDLORD	
CERTIFICATE OF SERVICE (For Landlord's Use Only)	
I, [JONATHAN GARCIA], declare that I have delivered a certified copy of this eviction notice to [MARTY CARTER at UNIT 12, 4566 YORKSHIRE CIRCLE, MAJOR BLANCH, FL 33446] on [APRIL 5, 2022].	
_____ JONATHAN GARCIA	

33. Late Rent Notice Sample

Late rent payment is tolerable if it's a first offense. However, it still warrants a notice for the tenant. In that situation, our Late [Rent Notice](#) Sample would be useful.

LATE RENT NOTICE

[INSERT DATE WHEN NOTICE IS DELIVERED]

From:
[INSERT NAME OF LANDLORD]
[INSERT ADDRESS]
[INSERT CONTACT NUMBER]

To:
[INSERT NAME OF TENANT/RE]
[INSERT APARTMENT/RESIDENTIAL ADDRESS]

This is written to notify you of the rent payments you need to comply with for the **[INSERT REQUIRED PERIOD TO BE PAID]**. As agreed upon in the lease agreement dated **[INSERT DATE OF LEASE AGREEMENT CREATION]**, you are to pay the required full rent amount of **[INSERT REGULAR AMOUNT OF RENT]** plus the additional charges for late payment of rent amounting to **[INSERT CHARGES ADDED FOR LATE PAYMENT]** with a total of **[INSERT TOTAL AMOUNT TO BE PAID]**.

Immediate Payment of this required payment due with the amount of **[INSERT TOTAL AMOUNT TO BE PAID]**. Failure to do so may lead to your eviction of the apartment/residential premises together with the eviction proceedings and charges you need to undergo. Be sure to inform us of your receipt of this notice.

Signed:

[INSERT LANDLORD'S SIGNATURE]
[INSERT NAME OF LANDLORD]

W Excel PDF

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34. Notice of Change in Rent Sample

Changes in rent rates are sometimes inevitable due to economic factors. As a landlord, you must inform your tenants ahead of increasing rent so that they'll be ready. Use our Notice of Change in Rent Sample.

NOTICE OF CHANGE IN RENT
Whimster Realty

Notice Number: [440]
Date Issued: [November 6, 2020]

To:
Name: [Mr. Albert G. Hudson]
Address: [87 South Highland St., Cummington, MA 01026]

This notice is to inform you that effective [December 6, 2020], the new monthly rent payment for the apartment you are currently occupying, will now be [\$3,364.00]. An increase of [\$113.00] will be added to the original amount of [\$3,000]. The new monthly payment will be due on or before every [12th] of the month following the effective date of the change in rent.

This is pursuant to the New York State legislation, wherein tenants who are residing in market rate apartments for less than a year should be notified [30 days] prior. A notice is required if the landlord wishes to increase the rent by [30%] or more. Which, in your case, is a [30%] increase.

A corresponding sanction will be imposed for late payments worth two consecutive months. The remaining rules and regulations, as stated in your lease agreement, still apply.

Please indicate your name and signature below if you agree to the rent increase.

SIGNATURE:
Albert G. Hudson
Tenant
November 6, 2020

An addendum to your lease will be added should you agree to the rent increase as stated above. Should you have any questions, please do not hesitate to contact me at [548.873.8576].

Date Received: [November 6, 2020]

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35. Notice To Restaurant Employees of Unsatisfactory Behavior Sample

Service quality is crucial to a restaurant's reputation. So if servers misbehave during the service, customers will be unhappy and will make negative reviews about the restaurant. If you're a restaurant manager, make sure it doesn't happen. Call out misbehaving waiters and waitresses using our [restaurant notice](#) sample below.

**NOTICE TO RESTAURANT
EMPLOYEES OF UNSATISFACTORY BEHAVIOUR**

MEMORANDUM TO: [SPECIFY COMPLETE NAME OF RESTAURANT EMPLOYEE] [SPECIFY RESTAURANT
EMPLOYEE JOB TITLE OR POSITION]

FROM: [SPECIFY COMPLETE NAME OF MANAGER] [SUPERVISOR] [SPECIFY EMPLOYEE JOB TITLE OR
POSITION]

SUBJECT: Notice to Restaurant Employees of Unsatisfactory Behavior

During this last [SPECIFY NUMBER] [SPECIFY TIME UNIT], we have had several discussions regarding
your work assignments and the performance of your duties as a restaurant employee [SPECIFY
EMPLOYEE JOB TITLE OR POSITION]. Further to our meeting last [SPECIFY COMPLETE DATE MONTH
YEAR], at this meeting, you were advised that your behavior and performance has been unsatisfactory
and that immediate progress is required. This letter constitutes a formal warning.

In particular, you have been unable to complete work assignments [OR SPECIFY EMPLOYEE'S
UNSATISFACTORY BEHAVIOR]. We have also discussed [SPECIFY OTHER PROBLEMS] and/or
including your inability to [SPECIFY EMPLOYEE'S INABILITY]. Thus, you have failed to demonstrate
satisfactory performance for an employee at your [SPECIFY EMPLOYEE LEVEL] employee level.

On [SPECIFY COMPLETE DATE MONTH YEAR], you were informed that your performance problems lead to a
warning of [SPECIFY NUMBER] [SPECIFY WARNING UNIT] and that a continued lack of progress would
lead to you being placed on an Employee Performance Improvement Program [OR SPECIFY CORRECTIVE
PROGRAM OR PLAN]. The deficiencies described below are examples of your unsatisfactory
performance.

**1. Performance Criteria [SPECIFY PERFORMANCE CRITERIA] - [SPECIFY EMPLOYEE'S DEFICIENCY
ISSUE]**

Acceptable performance in this area includes producing products that conform to [SPECIFY YOUR
RESTAURANT NAME] [SPECIFY NAME OF COMPANY STANDARD] guidelines. In an effort to help
improve your [SPECIFY EMPLOYEE'S DEFICIENCY ISSUE], I arranged for you to attend a [SPECIFY
NAME OF DEFICIENCY WORKSHOP] course regarding [SPECIFY COMPLETE DATE MONTH YEAR],
through [SPECIFY COMPLETE DATE MONTH YEAR] at [SPECIFY COMPLETE ADDRESS OF COURSE]. A
total of [SPECIFY NUMBER] [SPECIFY TIME UNIT] of official time is provided to attend this course.

Subsequently, you will attend a [SPECIFY NAME OF DEFICIENCY WORKSHOP] workshop on
through [SPECIFY COMPLETE DATE MONTH YEAR] at [SPECIFY COMPLETE ADDRESS OF WORKSHOP].
[SPECIFY NAME OF PROGRAM/REPORT] program reports for work completed after this workshop must

[City] Restaurant Group, San Francisco, CA 94102
(415) 432-1234 (ext.) 1234, hello@restaurant.com
restaurant.com

Gourmet
RESTAURANT

W P E

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36. Restaurant Breach of Contract Notice Sample

Here we have another restaurant notice sample. This one's made for situations when business partners breach their contract with restaurant businesses. Grab this if you're a restaurant owner.

RESTAURANT BREACH OF CONTRACT NOTICE

DATE: [SPECIFY DATE]
 TO: [SPECIFY THE FULL NAME OF THE RECIPIENT]
 ADDRESS: [SPECIFY THE RECIPIENT'S COMPLETE ADDRESS]
 PHONE: [SPECIFY THE FULL NAME OF THE VENDOR]
 ADDRESS: [SPECIFY THE VENDOR'S COMPLETE ADDRESS]
 SUBJECT: [SPECIFY THE SUBJECT MATTER OF THE NOTICE]

TO: NAME:

Dear [SPECIFY NAME OF RECIPIENT],

In accordance to the [SPECIFY THE TYPE OF RESTAURANT AGREEMENT ENTERED INTO BY THE PARTIES] which was entered into and fully enforced on [SPECIFY DATE], the letter serves as a notice to [SPECIFY RECIPIENT] due to the commission of acts which constitute as breach of contract. For legal purposes, the specific sections violated are:


- [SPECIFY THE LIST OF SECTIONS/PROVISIONS/ARTICLES OF THE SUBJECT AGREEMENT WHICH WERE VIOLATED BY THE RECIPIENT].
- [SPECIFY THE LIST OF SECTIONS/PROVISIONS/ARTICLES OF THE SUBJECT AGREEMENT WHICH WERE VIOLATED BY THE RECIPIENT].

Due to the aforementioned violations that you're committed, you're subject to comply with your duties and obligations that were enshrined in [SPECIFY THE TYPE OF RESTAURANT AGREEMENT ENTERED INTO BY THE PARTIES], specifically [SPECIFY SECTION/PROVISIONS]. You failed to comply and perform the following obligations:

- [SPECIFY THE LIST OF OBLIGATIONS THAT THE RECIPIENT FAILED TO ADHERE AND COMPLY WITHIN GOOD FAITH AND IN CONFORMANCE TO THE OBLIGATIONS ENJOINED BY THE PARTIES].
- [SPECIFY THE LIST OF OBLIGATIONS THAT THE RECIPIENT FAILED TO ADHERE AND COMPLY WITHIN GOOD FAITH AND IN CONFORMANCE TO THE OBLIGATIONS ENJOINED BY THE PARTIES].

Because of the occurrence of such breaches, it affects the conduct of my business and brought about negative consequences and impacts such as the following:

- [SPECIFY THE NEGATIVE BUSINESS IMPACTS INCURRED IN THE SALE OF THE, POOR CUSTOMER SATISFACTION, AND ETC.].



[Print Restaurant Name, San Francisco, CA 94104]
 (415) 434-9999 | info@gourmet.com
 gourmet.com

37. Potential Back Charge Notice Sample

If you're a client of a construction firm, ready yourself for possible low-quality outputs. It happens quite often. You have the right to warn them through a potential back charge notice. Our [sample notice](#) below can help you.

Pacific Construction Inc.

POTENTIAL BACK CHARGE NOTICE

Date: June 10, 2025

From: Mark Spencer

To: Topline Flooring Co.

This is to notify you that the project owner and the QC Manager find your performance as a flooring subcontractor unsatisfactory. Some of the flooring materials you used are below the agreed quality. Moreover, you did not install such materials using standard installation procedures, resulting in poor workmanship.

This incident is a potential back charge, and I am requesting you to take corrective actions as soon as possible. We are expecting your written explanation within 24 hours upon receipt of this notice.

Respectfully,

Signature *

Name *

Company Name *

Date Received 

38. Notice of Dissolution Partnership Sample

Sometimes, severing ties with partners is the best course of action, especially if they're becoming a liability. The severance will be made official once there's a Notice of Dissolution Partnership. Just like this sample below.



Jones & Johnson

NOTICE OF DISSOLUTION OF PARTNERSHIP

Date: January 25, 2031
From: Atty. Jeffrey Smith
To: Ronald Johnson

Notice is hereby given to announce the dissolution of the limited liability partnership between Samantha Jones and Ronald Johnson of Jones & Johnson. The partnership was formed under the provision of a Partnership Agreement dated July 16, 2010, and will dissolve on February 10, 2031.

Let it be known that Samantha Jones has pronounced withdrawal from the limited share arrangement effective February 11, 2031, and will no longer be associated with Jones and Johnson. All assets of the partnership will be distributed among partners.

Thank you for your cooperation.

 Signature

Chief Legal Officer

39. Warning Notice For Attendance Issues Sample

Tardiness and absenteeism is a major issue at work and school. As a disciplinary action, students and employees should be issued a [Warning Notice](#) For Attendance Issues. Get our template below to make one.

Warning Notice for Attendance Issues

Company Name

Notice Title

Prepared By Name

Email

Notice Number

Published On Date

It has been brought to the notice of the management that **John Smith** has been absent on a regular basis for the past few weeks. It is important that he understands the detrimental effect it has on the company and is advised that he is more regular hereafter.

Signed and acknowledged by: _____

Signature

Name

Designation

Company Name

Date

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W PDF

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40. Simple Work From Home Notice Sample

If your company hasn't adopted work-from-home setups yet, do so now. The COVID-19 pandemic is still a threat. Use our Simple [Work From Home Notice](#) and announce the new work set up officially.

Rosea House Inc.
WORK FROM HOME NOTICE
<hr/>
Date: May 26, 2023 From: Dorothy Mudd To: Alan Walker Employee's Department: Sales and Marketing
<p>This notice informs all teams that we are implementing a work-from-home arrangement as a response to the recurring illnesses of the employees. Starting May 27, 2023, until July 27, 2023, all departments, with the exception of the maintenance department, will work from home. Productivity targets and other requirements will remain the same for the duration of this arrangement.</p> <p>Those working on projects and tasks that require specific equipment and software will have to sign an agreement with the company today.</p> <p>Respectfully,</p> <div><div>Signature *</div><div></div><div>Name *</div><div></div><div>Company Name *</div><div></div><div>Date Signed *</div><div></div></div>

41. Work From Home Announcement Notice Sample

Here's another work from home notice sample with a similar structure. However, its content is different from the previous one.

Green Life Media

WORK FROM HOME ANNOUNCEMENT NOTICE

Date: April 12, 2023

From: Edyth Metcalf

To: All Employees

The recent series of protests in our city have caused devastating effects on our daily commute. In consideration of the current situation, the management advises all employees to work from home for the time being. This arrangement will be effective starting tomorrow, April 13, 2023. Only our maintenance and security staff will have access to the building during this time. We ask for your full cooperation as we tackle these matters as a team.

For any questions or concerns, email at edyth@glm.com.

Respectfully,

Signature *

Name *



Company Name *

Date & Time *

THANK YOU!

42. Notice of Disputed Account Sample

Account disputes have to be settled asap to prevent further damages. The process starts by issuing a Notice of Disputed Account. We have a sample of it here and it's editable on [Apple \(MAC\) Pages](#).

KPC Medios Co.	
NOTICE OF DISPUTED ACCOUNT	
<hr/>	
Date: May 05, 2025 From: Mark Angel To: Roger Jones	
This is to inform you that your allegations against my account are false. I received notification last April 23, 2025, of my alleged outstanding debt of \$10,000.00. However, this debt has already been paid last March 02, 2025.	
This notice is a response to your company's notification. Since this notice falls within the grace period of your conditions, I humbly request that you stop levying further interest to the alleged debt while the investigation is ongoing.	
Should you continue to debit my account without prior notice, I will be compelled to take legal action against HCBC, North Carolina.	
Respectfully,	
<div><div></div><div>Mark Angel</div></div> <div><div></div><div>On the donor,</div></div>	
<div>THANK YOU!</div>	

43. Legal Notice Sample

Use our Legal Notice Sample to start settling or charging lawsuits in the future. We never know when they could happen. So it's best to be ready all the time. Get this editable notice sample in [Adobe PDF](#).



Target IT Co.

LEGAL NOTICE

Date: February 05, 2030

From: Sylvia Rennison

To: Hugus Raynold

On February 01, 2030, there was a report from the accounting department that you have used the company credit card in procuring non-work-related items, amounting to \$2,200.00. This procurement is a violation of our company policy.

In line with this, we hereby notify you that we will file a lawsuit against you. This issue has been forwarded to our company lawyer. The court will decide as to what type of penalty will be imposed on your end.

Respectfully,

Signature *

Name *

Company Name *

Date Signed



THANK YOU!

44. Separation Notice Sample

Cutting ties from a partner or employee is sometimes a necessary step for the better. If you're about to face such a situation, issue a Separation Notice using our sample below. You can edit it in [Google Docs](#).

SEPARATION NOTICE

[INSERT NAME OF COMPANY]
[INSERT COMPANY ADDRESS]
[INSERT COMPANY'S CONTACT DETAILS]

[INSERT DATE NOTICE IS ISSUED]

Dear [INSERT NAME OF EMPLOYEE],

This notice of separation serves to give formality and clarity of your departure from [INSERT NAME OF COMPANY] as [INSERT NAME OF JOB TITLE] effective on [INSERT SEPARATION DATE]. We have come into a mutual agreement on our meeting last [INSERT DAY OF MEETING] regarding separation reasons and concerns.

Enclosed on this notice are documents you need to fill up relevant to the company's separation process. Rest assured that you get your final pay on [INSERT DATE] as it is scheduled. Be reminded that all the belongings you have made use of that belong to the company must be returned on or before the effectivity of separation.

There may still be some things we need to consult you with relevant to the separation process. So, please update us with your new contact information every now and then. Drop by our Human Resource office for your exit interview and for other necessary standard separation procedures.

We are sad to let you go but with the company facing changes, the management has come up with this difficult decision. We thank you for your dedication and loyalty to the family we establish here as [INSERT NAME OF COMPANY].

Sincerely,

[INSERT HUMAN/HR/IT/STAFF SIGNATURE]
[INSERT NAME OF SIGNER]
[INSERT POSITION TITLE]

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45. Notice of Subcon Default Sample

Our Notice of Subcon Default Sample is customizable in [Microsoft Word \(DOC\)](#). Use it to call the attention of subcontractors not delivering goods and services as agreed.

KKC Construction Co.

NOTICE OF SUBCONTRACTOR DEFAULT

Date: August 10, 2030

From: Gerard Way

To: Alley Manpower Ltd.

This notifies you of your breach of the Service Contract we signed on March 20, 2030. As per the contract, we agreed that you provide us with sixty (60) construction laborers on July 15, 2030, to aid our excavation works. However, on the said date, we did not receive the manpower we needed, resulting in delays in our construction schedule.

Kindly report to our office and provide a written explanation as to why you failed to meet your obligations. If this case is not promptly resolved, we may request the implementation of your subcontractor default insurance to cover our loss.

Respectfully,

Signature *

Name *

Company Name *

Date Signed *

46. Payment Default Notice Example

Late payments and unpaid fees hurt your business. Make sure they don't happen often with this Payment Default Notice Example.

NOTICE OF DEFAULT IN PAYMENT

Date:

To:

You are hereby notified that your payment of
Dollars (\$) due on or before , has not been received
by the undersigned. If said payment is not paid by , the undersigned
shall invoke the remedies under the agreement between us dated , together
with such other remedies that the undersigned may have.

[Download at PDF Templates](#)

47. Notice of Appearance Example

A notice of appearance document entails that a certain individual was present during a particular event. Here we have a notice of appearance sample from the State of Indiana's official website.

----- SAMPLE -----		
STATE OF INDIANA INDIANA BOARD OF TAX REVIEW		
Petitioner, _____)	Petition No.: _____
)	
v. _____)	Parcel No.: _____
)	
)	County: _____
)	
)	Township: _____
)	
Respondent, _____)	Assessment Year: _____
)	
NOTICE OF APPEARANCE		
<p>[Party name], by counsel, serves notice of the following information for purposes of this petition:</p>		
<p>1. [Name, address, and phone number of represented party.]</p>		
<p>2. [Name, address, attorney number, telephone number, FAX number, and e-mail address of attorney. Note that the names and addresses on the appearance form will be used for service by the Indiana Board. A party is reminded of its ongoing obligation to advise the Indiana Board of any changes in appearance information.]</p>		
<p>3. [A statement that the party will or will not accept service by FAX.]</p>		
signature _____		
Attorney's name, address and telephone information, attorney number, party represented		

[Download at IN.gov](http://www.in.gov)

48. Water District Shut Off Letter and Notice Example

This is a notice for water shut off due to late payments. It's a type of notice documents that service providers make, such as water companies, internet service providers, utility companies, and more.

IMPORTANT NOTICE

WATER DISTRICT
19

17039 186th Avenue S.W.
Post Office Box 7
Vashon Island, Washington 98079
Phone: 206/863-9007 Fax: 206/863-1362
e-mail: water19@water19.com

(DATE)

(NAME)
(STREET)
Vashon, WA 98079

IN RE: Account (#) at (ADDRESS) – Shut-Off Pending

The above account is scheduled for shut-off on (DATE) due to non-payment.

This account has been in arrears for the last two billing cycles. As we have not received a payment as of this date, nor have you attempted to contact us with a payment plan, WE MUST NOW RECEIVE THE FULL balance owed by (TIME, DATE) to prevent shut-off and a \$100.00 reconnection fee.

Your Current Balance
A late fee of \$7.50 will accrue (DATE)

Termination of your service does not relieve you of your obligation to pay all outstanding bills.

WATER DISTRICT 19

[Download at Municipal Research and Services Center](#)

49. Notice of Intention To Payoff Loan Example

Paying off loans is a must. If you've recently taken a loan, assure the bank that you'll pay it off with a notice. You can refer to the example below.

**Notice of Intention to Payoff Loan Enrolled in
Budget Drafting (Biweekly Payment) Plan**

Insert Date Here

Redwood Credit Union
ATTN: Lending Operations
PO Box 6104
Santa Rosa, CA 95406-0104

Re: Notice of Intention to Pay Off Loan enrolled in Budget Drafting (Biweekly Payment) Plan for
Insert Member name/s and Mortgage Loan Number Here

Dear Lending Operations,

Please consider this letter my 30-day advance written notification to inform you that the above-referenced mortgage loan will be paid in full on insert estimated date of payoff here. Please discontinue automatic payment drafting immediately.

Please contact me at insert preferred contact method if you have any questions or concerns regarding this request.

Sincerely,

(Member/s sign here)

[Download at Fuzeqna](#)

Eviction notices are probably the most common type of notice documents. If you look back at our list, there are several of them. And here we have one last entry which is also an eviction notice sample. We got it from Rocket Lawyer.

Download at Rocket Lawyer

A notice document entails critically important information. To ensure it relays info effectively, its format should be complete. Notice documents must have these components:

1. Agenda

The agenda is the heart of the notice document. It emphasizes what the notice is about. The agenda should be indicated in the notice document's title. For example: "Meeting Notice for Board Members."

2. Name of the Issuing Party and Recipients

The names of the issuing party and recipients should be on the document. Otherwise, it won't be clear who's involved and responsible for the agenda.

3. The Date Issued

The date of when the notice was issued must be indicated by the issuing party. It solidifies the notice document's validity.

4. Details of the Agenda

This part of the notice document answers the when, where, and what questions regarding the agenda. The issuing party must discuss it in full detail for the recipients.

5. Authorized Signatures

Formal documents require signatures, and the same goes for notice documents. The party issuing the notice must affix their signatures at the end of the document.

FAQs

What are the types of notice?

These are the most common types of notice:

- Constructive notice
- Judicial notice
- Notice of proposed rulemaking
- Public notice
- Actual notice
- Funding opportunity announcement
- Resign

- Previous notice

What are the characteristics of a quality notice document?

These are the characteristics of quality notice documents:

- Provides complete info, leave no further inquiries
- Written with a formal and professional tone
- Clearly states purpose and agenda
- Written in a minimalist manner, less wordiness

Can notice documents be used to make announcements?

Yes, they can be used to make announcements. It could be to students, employees, or the general public.

Can I send notices through email?

Yes, you can send notices through email rather than printing and handing them out personally or by mail. It's a faster alternative.

What apps are best for writing notices?

These are the best apps to write notices:

- Microsoft Word
- Google Docs
- Apple Pages
- Adobe PDF