

THIS IS AN EXAMPLE ONLY. [CLICK HERE](#) to download a saveable, printable, reusable version.

TO: _____
the tenant(s), and all other persons in possession of the leased premises described below:

ADDRESS OF RENTAL PROPERTY

CITY

STATE

ZIP CODE

FROM: _____
the owner, manager, or agent in charge of the leased premises

YOU ARE HEREBY NOTIFIED that you are in default in the payment of rent, late charges, and/or other amounts owed for the above mentioned premises which you hold and occupy.

WITHIN FIVE (5) BUSINESS DAYS after service of this notice upon you, you are required to pay the total sum described below, or you must vacate the premises and deliver up possession.

The **AMOUNT DUE NOW**, \$ _____, is described in detail below:

If you fail to pay the full amount due or vacate the premises by _____, legal proceedings will be instituted against you to recover possession of the premises, damages, and costs of suit.

ADDITIONAL NOTES & INSTRUCTIONS

If you are in doubt regarding your legal rights and obligations, you should seek legal assistance.

RECORD OF SERVICE

I, _____, declare under penalty of perjury that on _____,
I served the above notice, of which this is a true copy, in the manner(s) indicated below:

- Hand delivered to the Tenant
- Given to person of suitable age and discretion at the Premises
- Conspicuously posted on the Premises
- Sent via certified mail with return receipt requested

DATE