

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 _____ 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