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Dear _____:

This is formal notice to you demanding that you make immediate payment of the unpaid rent due under the terms of the lease agreement covering the following property:

_____

As of _____, your _____ payment is ___ days past due. Your rent was due on _____. In addition, you owe late charges as provided by the lease.

The following is an itemization of the total amount due:

Unpaid rent	$ _____
Late charges	$ _____
Total	$ _____

This matter requires your immediate attention. If payment is not received by _____, legal action to enforce your obligations under the lease agreement may be taken.

If you have any questions or need additional information. I can be contacted by phone at _____.

Sincerely,

_____

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