[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE THAT EVICTION WILL BE FILED IN COURT**

Dear [CONTACT NAME],

It is never a pleasant task to write this sort of letter, but it has become known to me that your company has failed to abide by the terms and conditions of your agreement with us dated [DATE]. I have been informed that you have been given a [NUMBER] day notice, in compliance with state and local laws, and that you have failed to move.

Therefore, I have instructed the [OFFICE/PREMISES] manager not to accept any form of payment from you. Any and all amounts you still owe will be offset against your security deposit or will be collected in legal action.

If you have not vacated the [OFFICE/PREMISES] by [DATE], I will file suit the following day. I will also obtain an injunction forcing your removal, with the aid of the police. The lawsuit will be for the total amounts owed under the agreement, plus the costs of filing suit, attorney's fees and the enforcement. I plan to fervently collect these amounts from you. When you are evicted, I also plan to inform credit reporting and other agencies of this action.

This position is not negotiable, so please govern yourself accordingly. Do not hesitate to contact me if you have any questions.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]