[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE TO TENANT OF RENT DEFAULT**

Dear [CONTACT NAME],

This notice refers to lease agreement for the following property:

[DESCRIBE PROPERTY & ADDRESS]

Please be advised that as of [DATE], you are in **DEFAULT OF PAYMENT OF RENT** to the amount of [AMOUNT].

If this breach of the lease is not rectified in [NUMBER] days of this notice, we will take action to protect our rights, which may include termination of this lease and begin collection proceedings. This notice is made under all applicable laws. All of our rights are reserved under this notice.

Please provide payment at once to:

[NAME]

[BANKING DETAILS]

[ADDRESS]

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

CERTIFIED MAIL, Return Receipt Requested