[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE TO VACATE FOR NON-PAYMENT OF RENT**

Dear [CONTACT NAME],

You are hereby notified to vacate and deliver up the premises you hold as our tenant, namely:

[DESCRIBE PREMISES] located at [ADDRESS]

You are to deliver up the above premises on or within [NUMBER] days of receipt of this notice. This notice is issued due to your non-payment of the rent. The present rent amount outstanding is [AMOUNT]. You may restore your tenancy by the full payment of said arrears within [NUMBER] days.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

CERTIFIED MAIL, Return Receipt Requested