

Your Name/Company

Address

Address

Date:

Tenant Name

Tenant Last Known Address

Tenant Last Known Address

Regarding: Unpaid Rent, Damages, Attorney Fees (list whatever charges are appropriate)

Balance Due: \$\_\_\_\_\_

This balance includes: \$\_\_\_\_\_ (Itemize all fees)

Dear Tenant:

This is the FINAL NOTICE regarding the debt owed.

Please remit payment to \_\_\_\_\_ or  
contact us immediately to arrange a mutually acceptable repayment plan.

If this balance is not repaid within 15 days, your account may be outsourced to a collection agency for recovery efforts at any time. We may also file a lawsuit for the money owed.

You may contact us at \_\_\_\_\_ to resolve this matter.

Sincerely,

Landlord's Name

Certificate of Delivery:

Mailed on \_\_\_\_\_ Certified Mail No \_\_\_\_\_