

From: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_

**Re: NOTICE – Past Due Rent & Other Charges**

Dear \_\_\_\_\_, and all Occupants,

**Please pay the rent within three days or vacate the premises. Please also comply with the covenants of the rental agreement by paying the late charge and other charges due within three days or vacate the premises.**

The rent and other charges due are as follows:

_____	.....	\$ _____
_____	.....	\$ _____
_____	.....	\$ _____
		<b>Total: \$ _____</b>

Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_