

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

RE: EVICTION WARNING NOTICE

This letter serves as a formal warning regarding your tenancy at [Property Address]. As of [Date], your rent payment for the month of [Month] remains unpaid, totaling [Amount Due].

According to the lease agreement signed on [Lease Start Date], rent is due on the [due date]. Failure to pay your rent in full by [Final Notice Date] will result in further action, which may include eviction proceedings.

Please contact me immediately to discuss this matter and to arrange for the payment to avoid further actions.

Sincerely,

[Your Name]
[Your Position, if applicable]