[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE TO PAY RENT OR VACATE**

Dear [CONTACT NAME],

WITHIN THREE DAYS after service on you of this notice you are hereby required to

EITHER

pay the sum of [AMOUNT], being the rent of the premises hereinafter described, of which you now hold possession, enumerated as follows:

 R DUE FROM [DATE] TO [DATE]

 R DUE FROM [DATE] TO [DATE]

 R DUE FROM [DATE] TO [DATE]

OR

VACATE AND DELIVER UP THE POSSESSION OF THE PREMISES. The premises here*in re*ferred to are situated at [ADDRESS].

YOU ARE FURTHER NOTIFIED THAT if you do not comply with either of the above, the undersigned does hereby elect to declare the forfeiture of your lease or rental agreement under which you hold possession of the above-described premises and the lessor will institute legal proceedings to recover rent and possession of said premises.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

CERTIFIED MAIL, Return Receipt Requested