

# Sample Notice of Intent to Sue for Nonpayment of Rent

This **Sample Notice of Intent to Sue** form serves as a formal warning to tenants regarding the nonpayment of rent. It outlines the landlord's intent to pursue legal action if the outstanding balance is not settled promptly. Using this document helps ensure clear communication and protects the landlord's rights.

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

**To (Tenant's Name):** \_\_\_\_\_

**Tenant's Address:** \_\_\_\_\_

\_\_\_\_\_

Dear Tenant,

This letter serves as formal notice that you are currently in default of your obligation to pay rent for the property located at:

**Rental Address:** \_\_\_\_\_

As of the date of this notice, the total outstanding rent amounts to \$\_\_\_\_\_ for the period of \_\_\_\_\_ to \_\_\_\_\_.

Despite previous reminders, the rent remains unpaid. This is a formal notice of my intent to initiate legal proceedings for eviction and collection of the unpaid amount if the outstanding balance is not paid in full within **10 days** from the date of this letter.

Please remit the total amount due to the following address or contact me immediately to discuss this matter:

**Landlord's Address:** \_\_\_\_\_

If payment is not received within the specified period, I will have no alternative but to seek legal action to recover the unpaid rent and any additional costs permitted by law.

Thank you for your immediate attention to this matter.

Sincerely,

\_\_\_\_\_

(Landlord's Name)

\_\_\_\_\_

(Contact Information)