

Template 3: Final Warning Before Taking Legal Action

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

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

Subject: Final Warning – Immediate Action Required for Unpaid Rent

Dear [Tenant's Name],

This is a final warning regarding the non-payment of rent for the period of [Month(s)]. Despite previous reminders, we have not received your payment, which now totals [Total Amount Due, including late fees and any other applicable charges].

Please be advised that failure to clear this outstanding debt by [Final Due Date] will compel us to initiate formal eviction proceedings without further notice. This action will include legal fees and could adversely affect your ability to secure housing in the future.

To avoid these consequences, we urgently request the immediate settlement of your account. Payment can be made via [Payment Methods]. If there are extenuating circumstances or if you are facing difficulties, it is crucial that you communicate with us immediately to explore possible solutions.

Your prompt resolution of this matter is necessary, and we urge you to take immediate action. Please contact us by [Response Date] to confirm your arrangements for payment.

Respectfully,

[Your Name]

[Your Position, if applicable]