

Rental Lease Termination Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

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

Dear [Tenant's Name],

Subject: Termination of Rental Lease due to Non-Payment

This letter serves as formal notice of termination of your rental lease for the property located at [Property Address] effective [Termination Date]. The reason for this termination is due to non-payment of rent.

As of today, your account shows an outstanding balance of [Insert Amount Owed] which has not been settled despite previous reminders. As per the terms of our lease agreement, rent is due on the [Due Date] of each month and must be paid in full.

Please arrange to vacate the premises by the termination date mentioned above. Any possessions left in the property after this date will be considered abandoned and may be disposed of according to local laws.

If you have any questions or wish to discuss this matter further, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Contact Information]