[You Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

Dear [Recipient Name]:

I am writing this for the last time before I will be compelled to take legal action of your eviction from this apartment. You were carefully handed the rental agreement on the first day. And clause 3 of the agreement clearly states that you are bound to give the rent within first 5 days of the month. I receive the rent from all the apartments of your building on due dates and even before that, except yours.

I understand there could be some financial issues and bear the delay for one or two months. But you have this habit of passing the due date from past seven months which is unbearable at any cost. Therefore, I am strictly issuing this final notice for you to deposit all your dues within given time along with the remaining charges of previous months.

You are requested to visit me on 3rd January, 10:00 am with your rental agreement and all the mentioned dues.

Sincerely,

[Your Name]

[Title]

cc: [Manager Name]