

# LAW OFFICES OF ANDY BAE

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{{Full Name}}  
{{Address}}  
Los Angeles, CA {{Postal}}

## *VIA U.S MAIL AND EMAIL*

{{Date}}

**RE: Notice of Past Due Rent**  
**Leased Premises: {{Full Address}}**

Dear {{gender}}

This letter is to inform you that you have failed to pay rent in a timely manner for the above-referenced premises in accordance with your lease agreement. **Your past due rent balance as of {{DateB}} is {{Amount Words}}.**  
This amount may include late fees and other applicable charges. Enclosed is the itemized rent ledger dated {{Date}} for your reference.

Failure to pay rent when due is a material breach of your lease agreement. If you do not remit full payment for the past due balance or contact us to discuss a payment plan acceptable to the landlord, then we will be forced pursue legal action to terminate your tenancy and sue you for damages. You may also be held liable for the landlord's attorney fees pursuant to Section 31 of the lease agreement.

We urge you to contact your property manager or our office as soon as possible to resolve this matter.

**Landlord/Property Manager**  
Moo Housing  
Att: Property Manager  
3250 Wilshire Blvd., Suite 1502  
Los Angeles, CA  
(213) 207-6832  
Email: [management@moohousing.com](mailto:management@moohousing.com)

**Attorney for Landlord**  
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Sincerely,



Andy Bae  
Attorney for Landlord

