

Dear [Tenant's Name],

This letter is to inform you that you are in violation of the rental agreement by failing to pay the rent due for [state the time period, e.g., "the month of March 2023"]. According to the rental agreement, rent is due on the [state the date] of each month.

To date, you have failed to pay the outstanding rent of \$[amount] for the aforementioned time period. As a result, I am providing you with this notice to pay the rent due or vacate the premises.

You have [state the time period, e.g., "three"] days from the date of this notice to pay the rent due or vacate the premises. If you do not pay the rent due or vacate the premises within the time period provided, I will take further legal action to recover the rent due or have you removed from the premises.

You can pay the rent due at [state the location or method of payment, e.g., "my office at 1234 Main Street or by mail to P.O. Box 123"].

If you have any questions or need additional time to pay the rent due, please contact me immediately.

Sincerely,  
[Your Name]

Note: This letter is a general template for a notice to pay rent or vacate and may not be appropriate for all situations. It is always a good idea to consult with an attorney or legal professional before taking action to evict a tenant. This notice is not a substitute for legal advice and is provided for informational purposes only.

Sources:

\* California Tenants - A Guide to Residential Tenants' and Landlords' Rights and Responsibilities:  
<<https://www.dca.ca.gov/publications/landlordbook/catenant.pdf>>

\* California Department of Consumer Affairs - Rental Property:  
<<https://www.dca.ca.gov/landlord-tenant/index.shtml>>

Please note: The information provided is not legal or professional advice. It is for general informational purposes only. Use of this information does not create an attorney-client or professional-client relationship. The information provided should not be used as a substitute for professional or legal advice. Always consult with a legal or professional expert/advisor before making important decisions.

Please cite this information as follows:

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