

2ND LETTER REQUESTING LAST RENT PAYMENT (Pre-eviction Letter)

(Caption)

(Addressee)

Re: Parcel No(s). _____

Dear _____:

Reference is made to the Department's letter of _____, 20____, reminding you that your lease payment for the month of _____, 20____ was delinquent. As of this date, this office has not received the required lease amount.

If you have not already done so, we urge that you send or bring your payment to this office within the next five (5) days. Failure to maintain current lease payments may result in eviction proceedings being initiated. Further, any relocation assistance payment for which you may be eligible may be withheld to satisfy your delinquent lease account.

Should you have any questions in this matter, please contact me.

Yours very truly,

(Name and title)

XXX/xxx

cc: Headquarters Real Estate Agent