SAMPLE #2

THE LANDLORD MUST GIVE THIS LETTER TO THE TENANT AT THE SAME TIME THE LATE RENT IS PAID.

To: *John Smith*
(Tenant Name)

Address of Rental Unit: *3 Anywhere Street*

I am accepting your rental payment of $ 1,000.00 **for the month(s) of** *April and May*, **20** *12*. **However, because you have been habitually late paying your rent this letter confirms that the Notice of Termination you received on** *May 6*, **20** *12* **is still in effect. I intend to treat the tenancy agreement as terminated on the day specified in the Notice of Termination.**

May 8, 2012

Date

J. Peters

Signature of Landlord