

Date: June 28th, 20XX  
Mr. Thomas Tenant  
222 Maple Street  
Whitby, Ontario  
B2B 2B2

Dear Mr. Tenant:

As you are already aware, the obligations of your lease require that you pay your rent monthly. Your rent is due on the first day of every month and is late on the second day of the month.

We have not received payment for the current month's rent. As we mentioned in our discussion prior to signing the lease, we have a zero tolerance policy for late rent and are issuing an N4 (Notice to End a Tenancy Early for Non-payment of Rent).

The Residential Tenancies Act states the following if notice is not given in accordance with the Act:

#### Non-Payment of Rent

59. (1) If a tenant fails to pay rent lawfully owing under a tenancy agreement, the landlord may give the tenant notice of termination of the tenancy effective not earlier than,

- (a) the 7th day after the notice is given, in the case of a daily or weekly tenancy; and
- (b) the 14th day after the notice is given, in all other cases. 2006, c. 17, s. 59 (1).

Please follow the instructions on the N4 document.

You can pay the rent by in person by calling 555-555-5555 and dropping off the rent to 111 Oak Street Whitby, Ontario, A1A 1A1.

Sincerely,  
Name of Landlord