

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name  
Address Line 1  
Address Line 2  
City, State Zip Code

**Re: Name**

Dear Name:

Please be advised that our firm represents Name and any parental or sponsor guarantor. We have been requested to reply to your "Second Late Rent Notice" dated Date.

Please be advised that neither Name nor any parental or sponsor guarantor intends to make any further payment to Name under that certain lease agreement dated Date. As you are well aware, there were very serious problems with a new tenant in Name' apartment which effectively negated his ability to use and enjoy the premises. Although Name made repeated complaints and requests to management to resolve this problem, nothing was done and management allowed this new tenant to carry on activities in blatant violation of applicable rules and regulations. The failure to resolve this problem made the premises uninhabitable for Name and at least one other tenant in that apartment. We deem the inaction of Name to correct this problem to constitute a constructive eviction, thereby relieving Name, and any parental or sponsor guarantor of any further obligations under the lease.

Please be advised that you should cease and desist any further collection activities against Name and any parental or sponsored guarantor. Should any further collection actions be taken with regard to Name or any parental or sponsored guarantor, we intend to bring a suit and/or counterclaim against Name. Further, you are hereby instructed to have no further contact with Name. Any necessary contact should be made directly with me.

Sincerely,

Name

BY:

Name