Date

Via email (\_\_\_\_\_\_) and regular mail

Name

Address

City, State

**Re: Tenancy between (Landlord and Tenant)**

**Premises location**

Dear Tenant:

This letter will confirm the terms of payment to be secured by a confession of judgment from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tenant(s) name (hereinafter “Tenant” or collectively “Tenant” if more than one) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Guarantor (if applicable) (hereinafter “Guarantor”) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter “Landlord”). Please sign the enclosed copy of this letter and the enclosed affidavit of confession of judgment. If Landlord does not receive the properly executed documents by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date), this offer shall be null and void, and Landlord reserves all rights under law and equity to pursue other remedies.

Tenant(s) and (Guarantor), if applicable, acknowledge an indebtedness to Landlord of $\_\_\_\_\_\_\_\_\_\_\_\_\_ (collectively referred to hereafter as "the Indebtedness") which is comprised of the following amounts:

|  |  |
| --- | --- |
| MONTH | RENT OWED |
|  |  |

Tenant, and Guarantor, agree to pay the Indebtedness to Landlord as follows:

$\_\_\_\_\_\_\_on or before \_\_\_\_\_\_\_, \_\_\_\_\_

Payments of $\_\_\_\_\_\_\_on or before the \_\_\_\_th day of each consecutive month until the total amount due hereunder has been paid in full. If any payment is not made when due, Landlord this agreement shall be null, and void and Landlord reserves all rights under law and equity to pursue other remedies.

Payments shall be made in \_\_\_\_\_\_\_\_\_\_\_\_\_\_(certified, money order) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Very truly yours,

COMPANY

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ITS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tenant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tenant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Guarantor (if applicable)