420, Fannin Street,  
Austin, TX 77030  
  
October 8, 2012  
  
Derek Mcarthy  
645, Creek View Street,  
League City, TX 77573  
  
Dear Mr. Derek Mcarthy,  
  
This is to notify you that your failure to pay the rent since May 31, 2012 for the apartment addressed 645, Creek View Street, League City, Texas 77573 has rendered you in violation of our lease agreement dated November 1, 2011. The amount due for payment sums up to $5000.  
  
You are hereby requested to pay the above-mentioned amount within 3 working days or vacate the premises. Failure to do so will compel me to file an eviction suit against you. Your cooperation will be appreciated.  
  
Sincerely,  
  
(Signature)  
  
Mr. Chris Kringle