

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

This is to acknowledge receipt of your recent rental payment in the amount of \$_____. This is to inform you that we have accepted this payment but as allowed by State Law, we intend to proceed with the eviction.

Sincerely,

<<rental agent>>