



California Tenants – Use this letter if you are a tenant who was issued a 3-day “Cure or Quit” or “Pay or Quit” notice, and you want to document that you have complied with the notice.

Instructions:

- 1. Click here to open a Microsoft Word version of this sample letter
2. The Microsoft Word-version will have the same blank spaces as this version, but will not have the comments in the margin. Fill out the blanks in the Microsoft Word-version using the comments on the margins of this version as a guide.
3. Use this sample letter if you are a tenant who was issued 3-day “Cure or Quit” or a “Pay or Quit” notice, and you want to document that you have complied with the notice.
4. Please note that you should tailor this letter to the facts in your case. This template is not a substitute for legal advice. If you need help finding a tenant attorney, please see the Tenants Together Directory.
5. Once filled out with your information and sent to your landlord, keep a copy for your records.

Sent via Certified Mail- Return Receipt Requested

( )

Commented [MC1]: Date

( )
( )

Commented [MC2]: Full name of landlord and/or property manager

Commented [MC3]: Address of landlord and/or property manager

Dear ( ),

Commented [MC4]: Full name of landlord and/or property manager

I ( ) am a tenant at ( ). I am writing because you or your representative notified me on ( ) date via a written notice that you will be terminating my tenancy in three days unless I comply with the issue raised in the notice. Consistent with the notice, and without waiving any of my rights, I ( ) by ( ). As a result, there is no basis to continue the eviction process. Cal. Code of Civ. Proc. 1161(2)-(3).

Commented [MC5]: Your/tenant’s name(s)

Commented [MC6]: Address, City, State, Zip

Commented [MC7]: Insert date when you received the written notice

Commented [MC8]: “am taking the following steps” or “have fully solved the issue”

Commented [MC9]: Insert how you have solved issue leading to eviction (e.g. got rid of pet, paid rent etc.)

Please confirm your agreement that the notice has been cured and that you will not proceed with eviction.

Sincerely,

(  
(

**Commented [MC10]:** Your signature

**Commented [MC11]:** Your full name