

Tenant Improvement Breach Advisory

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

Subject: Tenant Improvement Breach Advisory

We are writing to formally notify you of a breach regarding the tenant improvement obligations as outlined in our lease agreement dated [Insert Lease Date]. As per our agreement, the following improvements were to be completed by [Insert Due Date]:

- [List of Tenant Improvements]

As of today, it has come to our attention that these improvements have not been completed, which is in violation of our lease agreement. We kindly request that you address this issue promptly.

We appreciate your immediate attention to this matter and look forward to your response by [Insert Response Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]