

Warning Letter for Lease Breach

Date: [Insert Date]

Tenant's Name: [Insert Tenant's Name]

Tenant's Address: [Insert Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal warning regarding your breach of the lease agreement dated [Insert Lease Start Date].

It has come to our attention that you have [describe the specific breach, e.g., "failed to pay rent for the month of January 2023"]. According to the terms of the lease, timely rent payment is required on or before the due date.

Please be advised that continued failure to comply with the lease terms may result in further action, including potential eviction proceedings. We kindly request that you address this issue immediately by [mention the necessary action, e.g., "paying the overdue rent by January 15, 2023"].

If you have any questions or need to discuss this matter, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord's Name]

[Landlord's Address]

[Landlord's Contact Information]