

Letter of Breach of Lease Terms

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

I hope this letter finds you well. I am writing to formally address a matter regarding your lease agreement dated [Insert Lease Date] for the property located at [Insert Property Address].

It has come to my attention that there has been a breach of the lease terms, specifically [describe the breach, e.g., non-payment of rent, unauthorized pets, etc.]. According to section [insert section number] of the lease agreement, [restate relevant clause].

Please take this letter as a formal notice to remedy the situation by [insert date, typically within 30 days]. Failure to address this issue may lead to further action, including termination of your lease.

If you have any questions or would like to discuss this matter, please feel free to contact me at [insert your phone number] or [insert your email]. I hope we can resolve this matter swiftly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]