

Action Required: Breach of Lease Agreement

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you of a failure to adhere to the terms of your lease agreement dated [Insert Lease Start Date]. Specifically, we have identified the following issues:

- [Specify Breach Example 1]
- [Specify Breach Example 2]
- [Specify Additional Breaches as Necessary]

Please be advised that immediate action is required to rectify these issues. You are required to address these breaches by [Insert Deadline Date]. Failure to do so may result in further action, including possible termination of your lease.

If you have any questions or need clarification, please do not hesitate to contact us at [Insert Contact Information]. We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]