

# Lease Contravention Settlement Outline

**Date:** [Insert Date]

**From:** [Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

**To:** [Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

## **Subject: Lease Contravention Settlement**

Dear [Recipient Name],

I hope this message finds you well. I am writing in reference to the recent notice regarding the lease contravention at [Property Address]. I appreciate your communication on this matter.

After reviewing the concerns outlined in your notice, I would like to propose a settlement to resolve the issue amicably.

### **Outline of Proposed Settlement:**

1. **Contravention Details:** [Briefly describe the contravention]
2. **Proposed Resolution:** [Outline your proposed resolution or actions]
3. **Timeline for Resolution:** [Provide a timeline for implementing the proposed resolution]
4. **Next Steps:** [Outline any next steps required to finalize the settlement]

I believe this resolution will satisfy both parties and help maintain a positive tenant-landlord relationship. Please let me know your thoughts on this proposal at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]