

Tenancy Violation Mediation Letter

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the recent tenancy violations that have been reported regarding your lease at [Property Address]. It is important for both parties to resolve these issues amicably.

Specifically, the following violations have been noted:

- [Violation 1]
- [Violation 2]
- [Violation 3]

To facilitate a resolution, I would like to propose a mediation meeting on [Proposed Date] at [Proposed Time] at [Proposed Location]. Please let me know if this date works for you or if you have another preference.

It is in our best interest to resolve this matter promptly and effectively. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Contact Information]