

# Notice of Lease Infraction

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you of a lease infraction that has been observed at the property you are renting located at [Property Address]. It has come to our attention that [describe the infraction, e.g., "you have been hosting unauthorized guests," or "there has been excessive noise complaints"].

This behavior is in violation of your lease agreement, specifically Section [specify section] which states that [quote the relevant lease provision].

We kindly request that you address this issue immediately to prevent further action. Failure to comply may result in penalties or further actions as outlined in the lease agreement.

Please contact us by [insert a date] to discuss this matter further and to confirm your understanding of the lease terms.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]