

Contract Breach Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Subject: Breach of Lease Agreement Notification

Dear [Tenant's Name],

I am writing to formally notify you of a breach of the lease agreement dated [Insert Lease Date] for the property located at [Insert Property Address].

The specific breach is as follows:

- [Description of the breach - e.g., failure to pay rent, unauthorized alterations, etc.]

The lease agreement stipulates that such actions constitute a breach and require rectification. Please address this issue by [Insert Deadline Date] to avoid further action.

If you have any questions or need to discuss this matter further, please feel free to contact me at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]