

Tenant Lease Infraction Alert

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice regarding a lease infraction that has been observed at your rental unit, [Unit Number/Address]. It has come to our attention that [describe the infraction, e.g., unauthorized pets, noise violations, etc.].

As per the terms of your lease agreement, [cite relevant sections of the lease]. Please be advised that this infraction needs to be addressed immediately. You are required to [state required action, e.g., remove the pet, cease noise, etc.] by [set a deadline].

If the infraction is not resolved by the mentioned date, further action may be taken, which could include [mention possible consequences, e.g., fines or eviction].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]