

Formal Request for Lease Breach Correction

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, ZIP Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally address a breach of lease terms regarding my rental unit located at [Rental Address]. According to the lease agreement dated [Lease Date], it has come to my attention that [describe the specific breach, e.g., maintenance issues, unauthorized alterations, etc.].

As per the lease agreement and local tenant laws, I kindly request that the necessary corrections be made to rectify this issue by [specific date]. Your attention to this matter is crucial to maintaining our mutual respect and understanding as landlord and tenant.

Please feel free to contact me at [your phone number] or [your email address] should you have any questions or require further discussion regarding this request.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]