

Immediate Action Required

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]

Dear [Tenant's Name],

Subject: Immediate Action Required for Lease Breach

As per the lease agreement dated [Insert Date], you are hereby informed that you are in breach of the lease terms regarding [specify the lease breach, e.g., non-payment of rent, unauthorized pets, property damage, etc.].

This breach requires your immediate attention. You are required to remedy this situation by [Insert Deadline, e.g., "within 7 days from the receipt of this letter"]. Failure to do so may result in [specify consequences, e.g., eviction proceedings, legal action, etc.].

Please contact me immediately at [Your Phone Number] or [Your Email Address] to discuss this matter. It is in our best interest to resolve this situation amicably.

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Name]
[Your Title, if applicable]