

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name/Tenant Name]
[Property Address]
[City, State, Zip Code]

RE: NOTICE OF DEFAULT - UNAUTHORIZED PROPERTY TRANSFER

Dear [Recipient Name],

This letter serves as formal notice that you are in default of your [Lease/Loan/Contract] agreement dated [Date of Agreement] regarding the property located at [Full Property Address].

It has come to our attention that an unauthorized transfer of [ownership/interest/occupancy] occurred on or about [Date of Transfer] to [Name of Transferee]. Under Section [Section Number] of our agreement, any transfer, assignment, or subletting of the property requires prior written consent from [Your Name/Lender/Landlord].

Because this transfer was completed without the required authorization, you are now in violation of your contractual obligations. This breach constitutes a default.

Required Action:

To cure this default, you must take the following action(s) by [Deadline Date]:

1. Immediately reverse the unauthorized transfer and provide legal documentation of the reversal.
2. Ensure the property is returned to the status required by the original agreement.

Failure to remedy this default by the date specified above will result in further legal action, which may include, but is not limited to, acceleration of the debt, termination of the lease, or formal eviction proceedings.

Please contact [Name] at [Phone Number] immediately to discuss your intentions regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]