

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

[Date]

[Tenant Name]
[Tenant Address]
[City, State, Zip Code]

RE: NOTICE OF LEASE BREACH AND DEMAND FOR PAYMENT

Dear [Tenant Name],

This letter serves as formal notice that you are in breach of your lease agreement dated [Lease Start Date] for the property located at [Property Address].

Financial Default:

As of the date of this letter, your account is past due in the amount of \$[Total Amount Owed]. This balance consists of the following:

- Unpaid Rent: \$[Amount] (Period: [Date Range])
- Late Fees: \$[Amount]
- Other Charges: \$[Amount] (Description: [e.g., Utilities/Damages])

Non-Financial Lease Breaches:

In addition to the financial default, you are in violation of the following lease provisions: [List specific sections of the lease and the nature of the violation, e.g., unauthorized pets, property damage, or noise complaints].

Required Action:

To cure these defaults, you must take the following actions within [Number] days of receiving this notice:

1. Pay the full outstanding balance of \$[Total Amount Owed] via [Accepted Payment Method].
2. Remedy the non-financial breaches by [Specific action required to fix the breach].

Failure to remedy these breaches and settle the outstanding debt within the timeframe specified above will result in further legal action. This may include, but is not limited to, the initiation of eviction proceedings, termination of the lease agreement, and a lawsuit to recover all owed funds, legal fees, and court costs.

Please contact me immediately at [Your Phone Number] if you have any questions or to confirm that payment has been sent.

Sincerely,

[Your Signature]

[Your Printed Name]