

**DATE:** [Date]

**TO:** [Tenant Name(s)]

**ADDRESS:** [Rental Property Address]

**RE: FORMAL NOTICE OF LEASE VIOLATION**

Dear [Tenant Name],

This letter serves as formal notice that you are currently in violation of your lease agreement dated [Lease Start Date] for the property located at the address listed above.

**The specific violation is as follows:**

[Detailed description of the violation, e.g., Unpaid rent of \$0.00, Unauthorized pets, Excessive noise complaints, etc.]

**Required Action:**

To resolve this matter, you must take the following steps by [Deadline Date/Time]:  
[Describe exactly what the tenant needs to do to fix the issue].

**Warning:**

Failure to resolve this violation by the date specified above may result in further legal action. This includes, but is not limited to, the formal termination of your lease agreement and the commencement of eviction proceedings to regain possession of the property.

Please contact the undersigned immediately if you have any questions or to confirm that the violation has been corrected.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]