

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Full Property Address]

RE: NOTICE OF LEASE VIOLATION

Dear [Tenant Name],

This letter serves as a formal warning regarding a violation of your lease agreement dated [Date of Lease].

It has come to our attention that the following violation has occurred:

Description of Violation: [Detailed description of the issue, e.g., unauthorized pet, excessive noise, unpaid late fees, property damage].

Lease Provision Violated: [Insert Section/Paragraph number of the lease agreement].

To remedy this situation, you are required to take the following action(s) by [Insert Deadline Date]:

[Insert required action, e.g., remove the pet, pay outstanding fees, cease noise disturbances].

Failure to correct this violation within the timeframe specified may result in further action, including but not limited to, legal proceedings or the termination of your tenancy.

Please contact us immediately at [Insert Phone Number/Email] if you have any questions or wish to discuss this matter further.

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Contact Information]