

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

Unit Number: [Unit Number]

SUBJECT: FORMAL NOTICE OF LEASE VIOLATION

Dear [Tenant Name],

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

1. Description of Violation:

The following violation(s) have been identified:

[Describe the specific issue, e.g., unauthorized pet, excessive noise, unpaid late fees, property damage, or unauthorized occupants].

2. Lease Provision Reference:

This conduct is a breach of Section [Insert Section Number/Title] of your signed Lease Agreement, which states:

"[Quote the specific language from the lease here]"

3. Evidence and Details:

This violation was observed/recorded on [Date] at approximately [Time]. Specifically, [Provide detailed explanation of the event or condition discovered].

4. Required Corrective Action:

To remedy this violation, you must perform the following actions by [Deadline Date]:
[List specific steps the tenant must take to fix the problem].

5. Consequences of Non-Compliance:

Failure to correct this violation by the date specified above may result in further action, including but not limited to, the assessment of fines, legal proceedings, or the termination of your tenancy and eviction.

Please contact the management office immediately at [Phone Number] or [Email Address] if you have any questions regarding this notice or to confirm that the violation has been resolved.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]