[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF LEASE DEFAULT**

Dear [CONTACT NAME],

This communication is to inform you that you are presently in breach of [SECTION REFERENCE] of your lease of [ADDRESS] by reason of [SPECIFY BREACH].

Please correct this situation within a reasonable time, or we will terminate the lease.

This is a serious matter.

Thank you for your cooperation.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]