[DATE]

Contact Name

Address

Address2

City

Zip/Postal Code

**RE: NOTICE OF LEASE DEFAULT**

Dear [CONTACT NAME],

You are currently in breach of [SECTION REFERENCE] of your lease of [ADDRESS] by reason of [SPECIFY BREACH].

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

This is a serious matter.

Thank you for your collaboration.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]