

DATE: [Insert Date]

TO: [Tenant Name]

ADDRESS: [Tenant Address]

RE: NOTICE OF LEASE DEFAULT - [Property Address/Suite Number]

Dear [Tenant Name],

This letter serves as formal notice regarding your default under the Lease Agreement dated [Lease Date] for the premises located at [Property Address]. As of the date of this letter, you are in default for the following reason(s):

- [Description of Default, e.g., Unpaid Rent in the amount of \$0.00]
- [Description of Default, e.g., Failure to provide insurance certificates]
- [Description of Default, e.g., Unauthorized alterations to the premises]

In light of this default, [Landlord Name] offers the following options to resolve this matter:

Option 1: Immediate Cure

You may cure the default by [Date] by performing the following actions: [e.g., Paying the full outstanding balance of \$0.00 via certified funds].

Option 2: Repayment Plan / Compliance Schedule

The Landlord is willing to consider a structured repayment plan or a timed compliance schedule. If you wish to pursue this option, you must submit a written proposal to our office no later than [Date].

Option 3: Voluntary Surrender of Premises

If you are unable to cure the default, the Landlord may be willing to accept a voluntary surrender of the premises. This would require you to vacate the property and return the keys by [Date]. Please note that surrender does not automatically waive the Landlord's right to pursue outstanding debts unless expressly agreed upon in writing.

Failure to select and act upon one of the options above by [Deadline Date] will result in the Landlord pursuing all available legal remedies under the Lease and local law, which may include eviction, termination of the Lease, and legal action to recover damages.

Please contact [Name] at [Phone/Email] immediately to discuss your intentions.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Contact Information]