

**Date:** [Date]

**To:** [Tenant Name(s)]

**Address:** [Property Address, Unit Number]

**RE: NOTICE TO RESOLVE LEASE VIOLATION(S)**

Dear [Tenant Name],

This letter serves as formal notice regarding your tenancy at the address listed above. It has been brought to our attention that you are currently in violation of your lease agreement dated [Lease Start Date].

**Description of Violation(s):**

- [Describe issue 1, e.g., Unpaid rent/Late fees]
- [Describe issue 2, e.g., Excessive noise complaints]
- [Describe issue 3, e.g., Unauthorized pets or occupants]

Specifically, these actions violate Clause [Number] of your lease agreement, which states:  
*"[Insert relevant lease text]"*.

**Required Action:**

To resolve this matter, you must take the following steps by [Deadline Date]:

[Describe what the tenant must do to fix the problem, e.g., pay \$XXX.XX in full or remove the unauthorized pet].

Failure to remedy these issues by the date specified above may result in further action, including but not limited to the termination of your lease agreement and/or legal eviction proceedings as permitted by local law.

If you believe this notice has been sent in error, or if you wish to discuss a resolution plan, please contact me immediately at [Your Phone Number] or [Your Email Address].

Sincerely,

[Landlord/Property Manager Name]

[Property Management Company Name, if applicable]