

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Date]

[Tenant Name]  
[Property Address]  
[Unit Number, if applicable]  
[City, State, Zip Code]

## **RE: NOTICE OF DEFAULT AND LEASE VIOLATION**

Dear [Tenant Name],

This letter serves as formal notice that you are in default of your lease agreement dated [Lease Start Date] for the property located at [Property Address].

Specifically, you have violated Section [Number] of the lease agreement, which prohibits unauthorized alterations, modifications, or improvements to the premises without prior written consent from the landlord.

### **Description of Violation:**

It has come to our attention that the following unauthorized changes have been made to the property:

[Describe the alteration, e.g., painting walls, installing new fixtures, removing cabinets, etc.]

### **Required Action:**

To cure this default, you must perform the following actions by [Deadline Date]:

1. Restore the property to its original condition at your own expense.
2. Provide proof of professional completion (if applicable).
3. Allow an inspection of the property on [Inspection Date] to verify the restoration.

Failure to remedy this violation by the date specified above may result in further legal action, including but not limited to, the termination of your tenancy and eviction proceedings as permitted by law.

Please contact us immediately at [Your Phone Number] to confirm your intent to comply or to discuss this matter further.

Sincerely,

[Your Signature]  
[Your Printed Name]