

Date: [Date]

To: [Tenant or Party Name]

Address: [Property Address]

RE: NOTICE OF BREACH OF LEASE/CONTRACT - UNAUTHORIZED ALTERATIONS

Dear [Name],

This letter serves as formal notice that you are in breach of your [Lease/Contract] agreement dated [Date] regarding the property located at [Property Address].

Specifically, it has come to my attention that the following unauthorized alterations have been made to the property:

- [Description of unauthorized change 1]
- [Description of unauthorized change 2]

Pursuant to Section [Section Number] of your agreement, "Alterations and Improvements," no modifications, structural changes, or permanent fixtures may be installed without prior written consent from the landlord. No such consent was requested or granted.

Required Action:

To remedy this breach, you are required to perform one of the following by [Deadline Date]:

1. Restore the property to its original condition at your own expense.
2. [Alternative: Provide a professional inspection report and request retroactive approval].

Failure to rectify this situation by the date specified above will result in further action, which may include termination of the agreement, legal proceedings, or the restoration of the property by the owner at your expense.

Please contact me immediately at [Phone Number] or [Email] to confirm your plan for remediation.

Sincerely,

[Your Name]

[Your Title/Company Name]