

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF LEASE AND SETTLEMENT OFFER

Property Address: [Commercial Property Address]

Lease Date: [Original Lease Date]

Dear [Tenant Name],

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

Nature of Breach:

You have failed to comply with Section [Section Number] of the Lease Agreement regarding [Description of Breach, e.g., Non-payment of rent / Failure to maintain insurance / Unauthorized alterations]. Specifically, as of [Date], the following violation exists: [Detailed Description of Violation].

Current Amount Owed (if applicable):

Past Due Rent: \$[Amount]

Late Fees: \$[Amount]

Other Charges: \$[Amount]

Total Outstanding: \$[Total Amount]

Settlement Offer:

In an effort to resolve this matter without pursuing formal legal proceedings or eviction, [Landlord Name] is prepared to offer the following settlement terms:

- [Term 1: e.g., Payment of a reduced sum of \$XXXX if paid by Date]
- [Term 2: e.g., Immediate cure of the physical breach by Date]
- [Term 3: e.g., Execution of a payment plan as attached]

This offer is made for settlement purposes only and is valid until [Expiration Date/Time]. If the breach is not cured or this settlement is not accepted by the aforementioned date, the Landlord reserves the right to exercise all legal remedies available under the lease and local law, including termination of tenancy and litigation.

Please contact [Contact Person Name] at [Phone Number/Email] to confirm your acceptance of this offer.

Sincerely,

[Landlord/Manager Signature]

[Printed Name]
[Company Name]