

FORMAL DEMAND LETTER - FOR SETTLEMENT PURPOSES ONLY

Date: [Insert Date]

VIA: [Certified Mail / Overnight Courier / Hand Delivery]

TO:

[Recipient Name/Property Management Company]

[Recipient Address]

[City, State, Zip Code]

FROM:

[Your Name/Entity Name]

[Your Address]

[City, State, Zip Code]

RE: Notice of Lease Default and Demand for Cure

Property Address: [Insert Full Property Address]

Lease Date: [Insert Date of Original Lease Agreement]

Dear [Recipient Name],

This letter serves as formal notice of your default under the terms of the Lease Agreement for the above-referenced premises. As of the date of this letter, you are in breach of the following sections of the Lease:

- **[Section Number]:** [Briefly describe breach, e.g., Non-payment of rent for months X, Y, Z]
- **[Section Number]:** [Briefly describe breach, e.g., Failure to maintain common areas]
- **[Section Number]:** [Briefly describe breach, e.g., Unauthorized alterations to the premises]

Required Action:

To avoid the commencement of formal legal proceedings, you are hereby demanded to perform the following by [Insert Deadline Date, e.g., 10 days from receipt]:

1. Pay the total outstanding balance of \$[Insert Amount], which includes [Rent, Late Fees, Interest].
2. Remedy the physical defaults by [Insert specific repair or action required].
3. Provide written confirmation that the aforementioned breaches have been cured.

Notice of Intent:

Failure to comply with this demand within the timeframe specified above will leave us with no alternative but to pursue all available legal remedies. This includes, but is not limited to, the initiation of an eviction proceeding (unlawful detainer), a lawsuit for the recovery of all damages, interest, and the recovery of attorney's fees and court costs as permitted under the Lease Agreement.

Please be advised that this letter does not constitute a waiver of any rights or remedies available under the Lease or by law, all of which are expressly reserved.

We remain open to discussing a resolution to this matter before litigation begins. Please contact [Contact Name] at [Phone/Email] to discuss your immediate plan for compliance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]