

**VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED**

Date: [Date]

To: [Tenant Name]  
[Tenant Business Name]  
[Tenant Address]  
[City, State, Zip Code]

**RE: NOTICE OF LEASE DEFAULT**

Property Address: [Premises Address]

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 [Premises Address].

As of the date of this letter, you have failed to comply with the terms of your lease as follows:

[Describe the default here, e.g., Failure to pay rent for the month(s) of (Month), totaling \$(Amount) plus late fees of \$(Amount)]

According to the terms of your lease agreement, you have [Number of Days] days from the receipt of this notice to cure this default. Specifically, you must [Action required to fix default, e.g., provide payment in the amount of \$(Total Amount)].

Failure to cure this default within the specified time frame may result in further legal action, including but not limited to, the termination of your lease, eviction proceedings, and the pursuit of all damages allowed by law.

Please govern yourself accordingly.

Sincerely,

[Landlord/Manager Name]  
[Landlord/Company Name]  
[Contact Phone Number]  
[Contact Email]