

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Landlord Name/Property Management Company]

[Landlord Address]

[City, State, Zip Code]

RE: NOTICE OF DISPUTE REGARDING LEASE AGREEMENT

Dear [Name of Landlord or Property Manager],

This letter serves as formal notice of a dispute regarding the commercial lease agreement dated [Date of Lease] for the premises located at [Office Address/Suite Number].

The dispute pertains to the following matter(s):

[Insert Brief Description of Dispute, e.g., Calculation of Common Area Maintenance (CAM) charges, Unresolved maintenance issues, Disputed rent escalation, or Specific breach of Section X of the Lease].

Our records indicate that [provide specific details of the issue, including dates, financial amounts, and references to relevant lease clauses].

To resolve this matter, we propose the following action:

[State desired resolution, e.g., Correction of the invoice, Immediate repair of the facility, or a meeting to discuss the audit].

We request a formal response to this notice by [Date, e.g., 10 business days from today] to resolve this issue amicably. We reserve all rights and remedies available under the lease and applicable law.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]