DATE: [Date]

TO (Tenant): [Tenant Name]
ADDRESS: [Tenant Business Address]

RE: NOTICE OF LEASE VIOLATION - FAILURE TO MAINTAIN PREMISES

Dear [Tenant Name],

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

Specifically, you have failed to maintain the premises in accordance with Section [Number] of the lease, which requires the tenant to [Description of maintenance obligation, e.g., keep the exterior clean, repair HVAC, or maintain landscaping].

The following maintenance issues were observed on [Date of Inspection]:

- [Issue 1]
- [Issue 2]
- [Issue 3]

In accordance with the terms of your lease, you are required to cure these violations within [Number] days of receipt of this notice. Failure to remedy these issues by [Deadline Date] may result in further action, including but not limited to the Landlord performing the repairs at your expense or the initiation of lease termination proceedings.

Please notify our office once the maintenance has been completed so that a follow-up inspection can be conducted.

Sincerely,

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