

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Tenant's Name]  
[Tenant's Address]  
[City, State, ZIP Code]

Dear [Tenant's Name],

Subject: Notice of Lease Violation

This letter serves as a formal notice regarding a violation of your lease agreement dated [Lease Start Date]. It has come to our attention that [describe the specific lease violation, e.g., unauthorized pets, late rent payment, noise complaints, etc.], which is in violation of [specific section of the lease].

Please correct this violation by [specific date], or further action may be necessary. If you have any questions or wish to discuss this matter, feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Property Management Company, if applicable]