

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

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

Subject: Lease Violation Notice

Dear [Tenant's Name],

I hope this message finds you well. I am writing to formally address a violation of the lease agreement dated [Lease Start Date] for the property located at [Property Address].

It has come to my attention that [describe the specific violation, e.g., "pets are being kept on the premises despite the no-pet clause in the lease"]. This behavior is in direct violation of Section [specific section number] of the lease agreement.

Please consider this letter as a formal notification to address this issue immediately. I kindly ask that you [action required to rectify the violation, e.g., "remove any pets from the property by [specific date]"]. Failure to resolve this matter could lead to further action as provided for in the lease agreement. I encourage you to contact me at [your phone number or email address] to discuss this matter further if you have any questions or require clarification.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position, if applicable]