TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Lease Default Letter

Dear **[NAME]**

This Notice of Default is in reference to the Lease Agreement dated **[DATE]** that is attached to this notice and made a part hereof by reference.

Be advised that as of the date of this notice that you are in

Default In Your Lease Agreement Due to The Following:

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| --- |
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|  |
|  |

If this breach of lease is not corrected within **[# OF DAYS]**days of the date of this notice, we will take further action to protect our rights under the Lease Agreement, which may include termination of the Lease Agreement and filing of any collection proceedings for damages.

This Notice is made under all applicable laws with the rights stated in the lease agreement reserved under this Notice.

Sincerely,  
  
**[SIGNATURE]**