(Date)

(All Tenants’ names)

(Address of Premises)

**Via Regular and Certified Mail,**

**Return Receipt Requested #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Re: Lease dated\_\_\_\_\_ , 20\_\_between (Insert name of Landlord), and

(Insert name of Tenants) for premises located at (Insert address of Premises)

Dear Madam/Sir:

You have failed to fulfill the terms of your lease by failing to pay rent, sales tax, and other charges due under the lease. As a result of this breach, you owe the landlord the sum of $\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_, 20\_\_.

Demand is hereby made upon you to remit to the landlord the sum of $\_\_\_\_\_\_\_\_ within \_\_\_ days. Your failure to cure as set forth above will result in a default of the lease, and will result in the landlord availing itself of all available legal remedies.

Please govern yourself accordingly.

(Signature)

(Signor’s typed name and title)