

[Date]

[Recipient's Name]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

NOTICE TO TENANT OF RENT DEFAULT

Dear Sir,

The undersigned entered into a Lease Agreement dated _____ with you with respect to the Property bearing No. _____, situated at _____, pursuant to which you are in possession of the property since _____.

Please be advised that to date, you are in default of the payment of rent in the amount of Rs. _____ (Rupees _____) against the rent for the months _____ to _____.

I am writing to inform you that if this breach of the rent agreement is not corrected within _____ days of your receipt of this notice, and the rent amount of Rs. _____ (Rupees _____) is not paid to us, we shall be at liberty to take any action to protect our rights, which includes but is not limited to termination of the Lease Agreement, and the institution of legal proceedings for the recovery of the rent amount due, solely at your risk and costs, without any further notice in this regard.

Regards,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]