

**CERTIFIED MAIL, RETURN RECEIPT REQUESTED**

(Date)

Re:

Dear \_\_\_\_\_ :

This letter is intended to advise you that you are in default under the terms and provisions of the Lease Agreement referenced above. As a result, Landlord has elected to terminate your right to possession of the leased premises and demands that you leave the premises on or before \_\_\_\_\_ . m. on \_\_\_\_\_ ,

\_\_\_\_\_ , 19\_\_\_\_\_. In addition, the Landlord hereby

accelerates the balance of the leasehold payments required under the Lease in the amount of \$ \_\_\_\_\_. While the Landlord shall certainly endeavor to release the premises for your account, the Landlord has every intention of holding you responsible for the balance of the rentals indicated above that have not been satisfied by a successor tenant.

In the event that certain conditions are satisfied, the Landlord may be willing to reinstate the leasehold obligation; however, it would be mandatory for that reinstatement that you contact the Landlord immediately upon receipt of this letter to discuss those conditions.

Most respectfully,

By:

cc: U. S. Regular Mail