[Date]

[Tenant’s name]

[Tenant’s address]

[Tenant’s address]

[Town/City] [Post Code]

Email: [insert Tenant’s email]

Dear [insert Tenant name/s]

**Re: Tenancy at [insert property address]**

We are writing to let you know that under the Tenancy Agreement between us dated [ ], the following breach/s has/have been noted:

[specify breach/s here]:

Notice under this letter requires you to remedy the above breach/es. In accorance with the Residential Tenancies Act 1986, you have 14 days from the date of this letter to remedy the breach by doing the following:

[insert remedial action required]

Please note that while this letter is not a notice for eviction, we can apply to the Tenancy Tribunal to end your tenancy if this [these] breach/es noted above are not remedied on or before [enter date that the breach must be remedied by].

If you have any questions about this letter, please contact me.

Yours sincerely

Property Manager’s Name

**Title**

**Delivery of notice:**

By (tick):

|  |  |
| --- | --- |
|  | If this notice is sent by post – we have allowed 3 extra working days for the postal service. |
|  | If this notice has been placed into your letterbox, we have allowed 1 extra working day. |
|  | If this notice has been sent to you by email, we have allowed 1 extra working day. |