To <Insert name>, the lessee of <Insert description of the premises with reasonable certainty, for example, the address of the premises> under a lease dated the <Insert date> for a term of <Insert term> commencing on the <Insert date> (the **lease**).

The Lessor gives you notice that you are in breach of the following provisions of the lease: <state the nature and extent of the breach> (the **breach**).

*[If the breach is capable of being remedied by the lessee]* The Lessor requires you to remedy the breach of the lease by <set out the remedy> within <set out the period (which must be a reasonable period) to perform the remedy>.

*[If compensation is claimed add the following]* The Lessor requires you to pay to the Lessor the sum of $ <Insert amount>, calculated by <Provide description of how the amount is calculated> as compensation for the breach of the lease within <set out the period (which must be a reasonable period) to pay the amount>.

UNLESS you <remedy the breach by the action stated in this Notice or pay the compensation claimed, *[amend as necessary ]*> within the period specified in this Notice, the Lessor intends to terminate the lease.

Dated: <Insert date>

Signed: *[Lessor]*