

Date: [Insert Date]

To Tenant(s): [Insert Names of All Registered Tenants]

Address: [Insert Property Address]

RE: NOTICE OF LEASE VIOLATION - UNAUTHORIZED OCCUPANT

Dear [Tenant Names],

This letter serves as formal notice that you are in violation of your residential lease agreement dated [Insert Lease Start Date] for the property located at the address listed above.

It has come to the attention of Management that an unauthorized person, identified as [Insert Occupant Name, if known, or "an unknown male/female"], has been residing in the premises without prior written consent from the Landlord. Under the terms of your lease, specifically Section [Insert Lease Clause Number], only the individuals listed on the agreement are permitted to occupy the unit.

Required Action:

To remedy this violation, you must ensure the unauthorized occupant vacates the premises immediately. If you wish for this individual to be added to the lease, they must submit a formal rental application and pass our standard screening process by [Insert Deadline Date]. Please note that approval is not guaranteed.

Failure to comply with this notice or failure to have the unauthorized occupant vacate by [Insert Deadline Date] may result in further legal action, including the termination of your tenancy and eviction proceedings.

If you have already resolved this issue or believe this notice was sent in error, please contact the Management office immediately at [Insert Phone Number].

Sincerely,

[Landlord/Manager Name]

[Property Management Company Name]

[Contact Information]