

Date: [Insert Date]

Tenant Name(s): [Insert Tenant Names]

Property Address: [Insert Full Address]

Subject: Notice of Lease Violation and Lease Renewal Warning

Dear [Insert Tenant Names],

This letter serves as formal notice that you are currently in violation of your residential lease agreement dated [Insert Lease Start Date]. It has come to our attention that an unauthorized individual is residing in the premises without prior written consent from the landlord.

According to Section [Insert Section Number] of your lease agreement, all occupants must be approved and listed on the lease. The presence of [Insert Name of Unauthorized Person, if known, or "an unauthorized occupant"] constitutes a material breach of your rental contract.

Please be advised of the following required actions:

- The unauthorized individual must vacate the premises immediately.
- Alternatively, if you wish for this individual to stay, they must submit a formal rental application by [Insert Deadline Date] for background screening and approval.

Impact on Lease Renewal:

Your current lease is scheduled to expire on [Insert Lease End Date]. Please be aware that your eligibility for a lease renewal is contingent upon your compliance with all terms of the agreement. Failure to resolve this unauthorized occupant issue immediately may result in the denial of your lease renewal request and/or the commencement of eviction proceedings.

Please contact the management office at [Insert Phone Number] no later than [Insert Date] to confirm that this matter has been resolved.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]