

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: FIRST WARNING NOTICE - UNAUTHORIZED ALTERATIONS

Dear [Tenant Name],

It has come to our attention that unauthorized alterations have been made to the property located at [Property Address]. Specifically, the following changes were observed: [Description of alterations].

According to your lease agreement dated [Lease Start Date], specifically Section [Section Number], no alterations, additions, or improvements may be made to the premises without prior written consent from the landlord.

This letter serves as a formal warning. You are required to take the following action(s) by [Deadline Date]:

- Immediately stop any ongoing work.
- Restore the property to its original condition at your own expense.
- Contact our office to schedule an inspection of the restoration.

Failure to rectify this situation or any further unauthorized modifications may result in additional penalties, including charges for professional restoration or the commencement of eviction proceedings.

If you have any questions regarding this notice, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]