

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Full Rental Address]

RE: NOTICE TO REMOVE UNAUTHORIZED OCCUPANTS

Dear [Tenant Name],

This letter serves as formal notice that you are currently in violation of your lease agreement dated [Date of Lease Agreement] for the property located at [Insert Full Rental Address].

It has come to my attention that unauthorized individuals are residing on the premises. Specifically, the following individual(s) are living in the unit without written consent or inclusion on the lease agreement:

- [Name of Unauthorized Resident, if known]

According to the terms of your lease, Section [Insert Section Number regarding Occupancy], only the individuals listed on the lease are permitted to occupy the residence. Any guest staying longer than [Number of Days] days is considered an unauthorized occupant.

DEMAND IS HEREBY MADE that the aforementioned unauthorized individual(s) vacate the premises permanently within [Number of Days, e.g., 3 or 7] days from the receipt of this notice.

Failure to comply with this demand will result in further legal action, which may include the termination of your lease agreement and the initiation of eviction proceedings against all occupants.

Please contact me immediately at [Your Phone Number] or [Your Email Address] to confirm that the unauthorized individuals have moved out or to discuss this matter further.

Sincerely,

[Your Name/Landlord Name]

[Your Signature Line]

[Your Address]