

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

**RE: NOTICE OF FOLLOW-UP INSPECTION REGARDING LEASE VIOLATION**

Dear [Tenant Name],

This letter serves as a formal follow-up to the notice sent on [Date of Original Notice] regarding the presence of unauthorized guests at the property listed above. As stated in your lease agreement under Section [Section Number], only authorized occupants are permitted to reside on the premises.

Management will be conducting a follow-up inspection of the unit to ensure that the lease violation has been corrected and that all unauthorized persons have vacated the property. This inspection is scheduled for:

**Date:** [Inspection Date]

**Time:** [Inspection Time]

Please ensure that the unit is accessible at this time. You do not need to be present for the inspection, as management will use a master key to enter if necessary.

Failure to comply with the terms of your lease agreement or failure to remove unauthorized occupants may result in further action, up to and including the termination of your tenancy.

If you have any questions, please contact the management office immediately at [Phone Number].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]