

Date: [Insert Date]

To: [Tenant Name(s)]

Address: [Property Address and Unit Number]

RE: NOTICE OF LEASE VIOLATION - UNAUTHORIZED OCCUPANT

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of your Lease Agreement dated [Lease Start Date] regarding the guest policy for the premises located at [Address].

According to Section [Section Number] of your Lease Agreement, guests are permitted to stay for no more than [Number of Days] consecutive days or [Total Number of Days] days in a calendar year. Any individual residing in the unit beyond this period is considered an unauthorized occupant.

Management has observed or received reports of an unidentified individual appearing to reside in your unit. Specifically: [Insert brief description of observation, e.g., guest staying for more than 14 consecutive days].

Required Action:

To remedy this violation, you must take one of the following actions by [Deadline Date]:

- Ensure the unauthorized occupant vacates the premises immediately.
- Request a formal application for this individual to be added to the lease (subject to management approval and screening).

Failure to comply with the terms of your lease agreement may result in further legal action, including the initiation of eviction proceedings.

Please contact the management office at [Phone Number] or [Email] to discuss this matter or to confirm that the situation has been resolved.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]