

**Date:** [Insert Date]

**To:** [Tenant Name]

**Address:** [Rental Unit Address]

**RE: INITIAL WARNING - UNAUTHORIZED GUEST**

Dear [Tenant Name],

This letter serves as a formal warning regarding an unauthorized guest staying at your rental unit. It has come to our attention that an individual who is not listed on the lease agreement has been residing in the premises for [Number] days.

According to your Lease Agreement, specifically Section [Insert Section Number], only those listed on the lease are permitted to occupy the unit. Guests are permitted for a maximum of [Number] consecutive days. Any stay exceeding this limit requires written approval from management and a formal background check.

**Required Action:**

- The unauthorized guest must vacate the premises by [Insert Date].
- If you wish to add this person to your lease, they must submit an application by [Insert Date] for review and approval.

Please be advised that failure to comply with the terms of your lease agreement may result in further disciplinary action, including the initiation of eviction proceedings.

If you believe this information is in error, please contact the management office immediately at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Property Management Company]