

[Your Name/Property Management Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Tenant Name]  
[Tenant Address]  
[Unit Number]

**RE: REQUEST FOR MANDATORY MEETING REGARDING LEASE COMPLIANCE**

Dear [Tenant Name],

This letter serves as a formal request for a meeting to discuss serious concerns regarding your tenancy at [Property Address].

Management has received reports and observations regarding potential activities occurring within or around your unit that may be in violation of your lease agreement and local laws. Specifically, we need to discuss reports concerning [Briefly mention the nature of activity, e.g., unauthorized traffic / suspicious disturbances / suspected illegal activity].

The safety and quiet enjoyment of all residents is our primary priority. We would like to provide you with an opportunity to address these concerns directly.

Please attend a meeting at the location and time specified below:

**Date:** [Date of Meeting]

**Time:** [Time of Meeting]

**Location:** [Management Office / Digital Meeting Link / Other]

If this time is not feasible, you must contact us immediately at [Phone Number] to reschedule. This meeting must take place no later than [Deadline Date].

Please be advised that under the terms of your Lease Agreement, any illegal activity conducted on the premises is grounds for immediate termination of tenancy. We reserve the right to involve local law enforcement if necessary to ensure the safety of the community.

We look forward to your prompt cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Title/Position]