

Date: [Insert Date]

TO: [Resident/Tenant Name]

ADDRESS: [Unit Number/Address]

RE: SECOND NOTICE - REMOVAL OF UNAUTHORIZED PERSONAL BELONGINGS

Dear [Resident/Tenant Name],

This is a formal follow-up to the initial notice sent on [Date of First Notice] regarding the unauthorized storage of your personal belongings in common areas or unauthorized locations, specifically: [Description of items and location, e.g., bicycles in the hallway].

As of [Current Date], our records and recent inspections indicate that these items have not been removed. This is a violation of your lease agreement and/or the building's safety policies.

Final Action Required:

Please remove all unauthorized items by [Deadline Date/Time].

Failure to comply with this second request will result in the following actions:

- Removal and disposal of the items by management at the owner's expense.
- Applicable removal fees or fines charged to your account.
- Possible further legal action or lease enforcement proceedings.

If you believe this notice has been sent in error, please contact the management office immediately at [Phone Number] or [Email Address].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Building Name]