

[Landlord Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Tenant Name]  
[Address]  
[City, State, Zip Code]

**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] for the property located at [Property Address].

It has come to our attention that an unauthorized individual is currently residing in the premises. According to Section [Number] of your lease agreement, only the individuals listed on the lease are permitted to occupy the unit. Any guest staying longer than [Number] days is considered an unauthorized occupant unless prior written consent is obtained from the landlord.

To remedy this violation, you must take one of the following actions within [Number] days of receiving this notice:

- The unauthorized occupant must vacate the premises immediately.
- The unauthorized occupant must submit a formal rental application for background screening and, if approved, be added to the lease agreement (subject to occupancy limits and additional fees).

Failure to comply with this notice may result in further legal action, including the termination of your tenancy and eviction proceedings.

Please contact our office immediately at [Phone Number] to confirm that this matter has been resolved or to discuss the application process.

Sincerely,

[Signature]  
[Printed Name]  
[Title/Company Name]