

**Date:** [Date]

**To:** [Tenant Name(s)]

**Property Address:** [Full Address of Rental Unit]

**Subject: Notice of Lease Violation - Extended Guest Occupancy**

Dear [Tenant Name],

This letter serves as a formal warning regarding a violation of your residential lease agreement dated [Lease Start Date].

It has come to our attention that an unauthorized individual has been residing at the premises for an extended period. According to Section [Number] of your lease agreement, guests are permitted to stay for no more than [Number] consecutive days or [Number] total days within a six-month period without prior written consent from the Landlord.

Records and observations indicate that your guest, [Guest Name, if known], has exceeded this limit. Any person living in the unit who is not listed on the lease is considered an unauthorized occupant.

**Required Action:**

- The unauthorized occupant must vacate the premises by [Deadline Date].
- If you wish to add this person to the lease as a permanent resident, they must submit a formal rental application for screening and approval by [Date].

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

Please contact the management office at [Phone Number] or [Email] if you have any questions or to confirm that the guest has vacated the property.

Sincerely,

[Your Name/Property Manager Name]

[Company Name, if applicable]