

DATE: [Date]

TENANT NAME(S): [Tenant Names]

ADDRESS: [Rental Property Address]

RE: NOTICE TO VACATE FOR BREACH OF LEASE (UNAUTHORIZED OCCUPANT)

Dear [Tenant Name],

This letter serves as formal notice that you are in material breach of your residential lease agreement dated [Lease Start Date] for the property located at [Address].

Specifically, you have violated the **Occupancy Clause** (Section [Number] of your lease), which states that only authorized persons listed on the lease may reside at the premises. It has come to our attention that the following unauthorized individual(s) are residing at the property: [Name of Unauthorized Person(s)].

Under the terms of your lease and local landlord-tenant laws, you are hereby required to:

- Ensure that all unauthorized occupants vacate the premises immediately; OR
- Vacate the premises and return possession of the property to the landlord by [Date/Time].

If the unauthorized occupant(s) remain on the premises after the date specified above, legal proceedings will be initiated to regain possession of the property, which may include eviction and a claim for legal fees and court costs.

Please contact [Landlord/Manager Name] at [Phone Number] immediately to confirm your compliance with this notice.

Sincerely,

[Landlord Signature]

[Landlord/Property Manager Name]

[Contact Information]