

**Date:** [Insert Date]

**To:** [Tenant Name/Company Name]

**Address:** [Tenant Address]

**Premises:** [Property Address/Suite Number]

**RE: NOTICE OF UNAUTHORIZED SUBCONTRACTING / SUBLETTING**

Dear [Tenant Name],

This letter serves as formal notice regarding an unauthorized occupancy or subcontracting of services at the above-referenced premises. It has come to our attention that [Name of Unauthorized Party] is currently occupying or performing work at the property.

Under Section [Insert Section Number] of your Lease Agreement dated [Insert Lease Date], subcontracting, subletting, or assigning any portion of the premises requires the prior written consent of the Landlord.

As of this date, no such consent has been requested or granted. This constitutes a violation of your lease terms. You are hereby requested to:

- Immediately cease all unauthorized subcontracting activities;
- Provide documentation regarding the nature of the relationship with the third party;
- Ensure the unauthorized party vacates the premises by [Insert Date].

Failure to remedy this violation within [Insert Number] days may result in further legal action, including formal notice of default or termination of the lease.

Please contact our office immediately to discuss this matter.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]