DATE: [Date]

TO: [Tenant Names]
ADDRESS: [Property Address, Unit Number]
CITY/STATE/ZIP: [City, State, Zip]

RE: NOTICE OF LEASE VIOLATION - UNAUTHORIZED OCCUPANT

Dear [Tenant Names],

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

Management has received information or observed that an unauthorized individual is residing in your unit. Our records indicate that the following person(s) are currently staying at the premises without prior written consent: **[Name of Unauthorized Person, if known]**.

Per the terms of your lease agreement, Section [Section Number], only the individuals listed on the lease are permitted to occupy the premises. Guests are permitted for a period not to exceed [Number] consecutive days. Any individual residing in the unit beyond this period is considered an unauthorized occupant.

REQUIRED ACTION:

- The unauthorized individual(s) must vacate the premises immediately.
- Alternatively, if you wish for this individual to reside in the unit, they must submit a formal rental application and undergo our standard screening process. Approval is at the sole discretion of the Landlord.

Please rectify this matter by [Deadline Date]. Failure to comply with this request may result in further legal action, including the termination of your tenancy and eviction proceedings.

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

Sincerely,

[Your Name/Property Manager Name]
[Company Name]
[Phone Number]