DATE: [Current Date]

TO: [Tenant Name(s)]

ADDRESS: [Rental Property Address]

RE: SECOND WARNING - UNAUTHORIZED GUEST VIOLATION

Dear [Tenant Name],

This letter serves as a formal second warning regarding the presence of unauthorized guests at the address listed above. On [Date of First Warning], you were notified that you are in violation of your Lease Agreement, specifically [Section/Clause Number] regarding Guest Policies.

It has come to our attention that an unauthorized individual is still residing in or frequently staying at your unit beyond the time limits permitted by your lease. Our records indicate this individual has been present on the following dates: [List Dates].

Please be advised of the following:

- All occupants must be screened and approved by Management.
- Failure to remove unauthorized guests immediately is a breach of your Lease Agreement.
- This is your final opportunity to remedy this situation before further action is taken.

You are required to ensure that the unauthorized guest vacates the premises no later than [Deadline Date]. If you wish to add a person to your lease, you must submit a formal application for our review and approval.

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

Sincerely,

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