DATE: [Insert Date]

TO TENANT(S): [Insert Name of Leaseholder(s)]
ADDRESS: [Insert Property Address]

RE: NOTICE OF LEASE VIOLATION - UNAUTHORIZED OCCUPANT

Dear [Insert Tenant Name],

You are hereby notified that you are in violation of your residential lease agreement dated [Insert Lease Start Date] for the premises located at the address listed above.

It has come to our attention that an unauthorized person, identified as [Insert Name of Unauthorized Person, if known], is currently residing at the premises without the prior written consent of the Landlord/Management. This is a direct violation of Section [Insert Section Number] of your lease agreement, which states that only individuals listed on the lease may occupy the unit.

REQUIRED ACTION:
To cure this violation, the unauthorized occupant must vacate the premises immediately. You have [Insert Number of Days, e.g., 3 or 7] days from the date of this letter to ensure the unauthorized person has moved out.

CONSEQUENCES:
Failure to comply with this demand and remove the unauthorized occupant within the timeframe specified will result in further legal action. This may include the termination of your lease agreement and the filing of an eviction lawsuit (Unlawful Detainer) against all occupants.

If you believe this information is in error, or if you wish to request that this person be added to the lease (subject to formal application and background check), please contact the management office immediately at [Insert Phone Number].

Please govern yourself accordingly.

Sincerely,

[Your Name/Signature]
[Landlord/Property Manager Name]
[Contact Information]