**Date:** [Date]

**To Tenant(s):** [Tenant Names]
**Property Address:** [Full Property Address]

**RE: NOTICE OF LEASE BREACH - 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 the address listed above.

It has come to our attention that an unauthorized individual is currently residing on the premises. According to Section [Section Number] of your lease agreement, "Occupancy," only the individuals named on the lease are permitted to reside in the unit. Any guest staying longer than [Number of Days] days is considered an unauthorized occupant unless written consent is provided by the Landlord.

**Action Required:**

To remedy this breach, you must ensure that the unauthorized occupant vacates the premises no later than [Deadline Date].

Failure to comply with this notice may result in further legal action, including the initiation of eviction proceedings and the termination of your lease agreement. If you believe this information is in error, or if you wish to add this individual to the lease (subject to screening and approval), please contact the management office immediately.

Please govern yourself accordingly.

Sincerely,

[Landlord/Manager Name]
[Company Name, if applicable]
[Phone Number]
[Email Address]