[Date]

[Tenant Name]
[Property Address]
[Unit Number]
[City, State, Zip Code]

RE: NOTICE OF UNAUTHORIZED OCCUPANT AND PENALTY ASSESSMENT

Dear [Tenant Name],

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

Management has confirmed that an unauthorized individual, identified as [Occupant Name, if known, or "an unidentified male/female"], has been residing in your unit for [Number] days without prior written consent or inclusion on the lease agreement. This is a direct violation of [Section/Paragraph Number] of your lease.

Penalty Assessment:

As per the terms of your lease agreement, a penalty of $[Amount] per day/occurrence is applied for unauthorized occupants. As of the date of this letter, your account has been assessed a total penalty of **$[Total Amount]**.

Required Action:

- The unauthorized occupant must vacate the premises immediately.
- The total penalty amount of $[Total Amount] must be paid by [Due Date].
- If you wish for this individual to be considered for residency, they must submit a formal rental application and undergo the standard screening process. There is no guarantee of approval.

Failure to remove the unauthorized occupant or pay the assessed penalty may result in further legal action, including the initiation of eviction proceedings.

Please contact the management office at [Phone Number] immediately to discuss this matter.

Sincerely,

[Landlord/Manager Name]
[Management Company Name]