Date: [Insert Date]

To: [Tenant Name]
Property Address: [Insert Property Address]
Unit Number: [Insert Unit Number]

RE: FOLLOW-UP NOTICE OF UNAUTHORIZED OCCUPANT INSPECTION

Dear [Tenant Name],

This letter is a formal follow-up to the notice sent on [Date of Previous Notice] regarding the presence of an unauthorized occupant residing in your unit in violation of your lease agreement.

Please be advised that an inspection of the premises will be conducted on:

Date of Inspection: [Insert Date]
Time of Inspection: [Insert Time Range, e.g., 10:00 AM - 12:00 PM]

The purpose of this inspection is to verify that all unauthorized individuals have vacated the premises and that the unit is occupied solely by the tenants listed on the signed lease agreement.

As per the terms of your lease and local landlord-tenant laws, management reserves the right to enter the unit for inspection purposes following proper notice. You are not required to be present, but you may be if you choose. Please ensure any pets are secured.

Failure to comply with the terms of your lease or continued presence of unauthorized occupants may result in further legal action, including the termination of your tenancy.

If you have any questions, please contact the management office immediately at [Phone Number].

Sincerely,

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