DATE: [Date]

TO: [Name of Authorized Tenant] and All Other Occupants

ADDRESS: [Full Property Address, including Unit Number]

RE: NOTICE OF EVICTION PROCEEDINGS FOR UNAUTHORIZED OCCUPANT

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of your Lease Agreement dated [Lease Start Date] regarding the premises located at [Address].

Specifically, you are in violation of the clause(s) pertaining to **"Unauthorized Occupants"** and **"Subletting."** It has been observed that an individual identified as [Name of Unauthorized Occupant, if known, or "an unknown individual"] has been residing at the premises for more than [Number] days without written consent from the Landlord.

Under the terms of your lease, only those individuals listed on the agreement are permitted to occupy the residence. By allowing an unauthorized person to reside on the premises, you have breached your legal obligations.

DEMAND FOR REMEDY:

You are hereby required to ensure that the unauthorized occupant vacates the premises no later than [Deadline Date/Time].

NOTICE OF LEGAL ACTION:

Failure to comply with this demand will result in the immediate commencement of formal eviction proceedings against you and all occupants of the unit. This action may result in a court judgment, the forced removal of all persons and belongings from the property, and a negative impact on your credit and rental history.

Additionally, you may be held liable for all legal fees, court costs, and damages incurred as a result of this breach of contract.

Please contact the undersigned immediately at [Phone Number] or [Email Address] to confirm that the unauthorized occupant has vacated or to discuss the immediate termination of your tenancy.

Sincerely,

[Your Name / Landlord Name]
[Property Management Company Name, if applicable]
[Your Phone Number]