

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**RE: NOTICE OF UNAUTHORIZED PROPERTY ALTERATION**

Dear [Tenant Name],

It has come to our attention that the following alteration(s) have been made to the property located at [Property Address] without prior written consent from the landlord:

[Description of unauthorized alteration, e.g., painting walls, installing shelving, changing fixtures]

Pursuant to your Lease Agreement, specifically Section [Insert Section Number], no alterations, improvements, or changes to the premises are permitted without the express written approval of the landlord.

Please consider this a formal warning. To resolve this matter, you are required to take the following action(s) by [Deadline Date]:

- Restore the property to its original condition at your own expense.
- Contact the management office to schedule an inspection once the restoration is complete.

Failure to rectify this situation or any future unauthorized modifications may result in further action, including charges for restoration or termination of your tenancy.

If you have any questions regarding this notice, please contact us immediately at [Phone Number/Email].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]