

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF UNAUTHORIZED PROPERTY ALTERATIONS

Dear [Tenant Name],

Following the property inspection conducted on [Date of Inspection], I am writing to address certain alterations observed at the premises that were not authorized by the landlord or management.

Under the terms of your Lease Agreement, specifically [Section/Clause Number], tenants are prohibited from making permanent or structural changes to the property without prior written consent. During our visit, the following unauthorized alterations were noted:

- [Description of alteration 1, e.g., Painted walls in living room]
- [Description of alteration 2, e.g., Installation of shelving in bedroom]
- [Description of alteration 3, e.g., Modification of light fixtures]

To rectify this situation, you are requested to take the following action by [Deadline Date]:

[Choose one option below]

- Restore the property to its original condition at your own expense.
- Provide a written request for these alterations to be reviewed for retroactive approval.
- Submit payment for the professional restoration of the property.

Failure to address these unauthorized changes may result in a formal lease violation notice or deductions from your security deposit to cover restoration costs upon move-out.

Please contact me at [Phone Number] or [Email Address] to discuss how you intend to resolve this matter.

Thank you for your prompt attention to this concern.

Sincerely,

[Your Name/Signature]

[Landlord/Property Management Company Name]