

[Landlord/Property Manager Name]
[Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Address]
[City, State, Zip Code]

RE: NOTICE TO REMEDY UNAUTHORIZED PROPERTY ALTERATIONS

Dear [Tenant Name],

This letter serves as formal notice regarding unauthorized alterations made to the property located at [Property Address].

During a recent inspection on [Date], it was observed that the following modifications have been made without prior written consent from the landlord:

- [Description of unauthorized alteration 1]
- [Description of unauthorized alteration 2]

Pursuant to Section [Section Number] of your Lease Agreement, tenants are prohibited from making structural changes, painting, or permanent installations without express written permission. These alterations constitute a breach of your rental agreement.

Required Action:

You are hereby requested to restore the property to its original condition by [Deadline Date]. This includes:

- [Specific remediation step, e.g., repainting walls to original color]
- [Specific remediation step, e.g., removing unapproved shelving and patching holes]

Failure to remediate these issues by the aforementioned date may result in the landlord performing the repairs at your expense, withholding of the security deposit, or further legal action including lease termination.

Please contact me at [Phone Number] or [Email Address] once the restoration is complete so that a follow-up inspection can be scheduled.

Sincerely,

[Signature]
[Printed Name]