

Date: [Date]

To: [Tenant Name]

Address: [Property Address]

RE: NOTICE OF PENALTIES FOR UNAUTHORIZED PROPERTY ALTERATIONS

Dear [Tenant Name],

This letter serves as formal notice regarding unauthorized alterations made to the property located at [Property Address]. Specifically, the following modifications were observed on [Date of Inspection]:

[List specific alterations, e.g., painting, structural changes, fixture installations]

Per your lease agreement dated [Lease Start Date], Section [Section Number], tenants are prohibited from making any alterations, additions, or improvements to the premises without prior written consent from the Landlord/Management.

As a result of this violation, the following penalties and requirements are now in effect:

- **Fine/Penalty Fee:** A charge of \$[Amount] has been applied to your account.
- **Restoration Requirement:** You are required to restore the property to its original condition by [Deadline Date].
- **Cost of Damages:** If the restoration is not completed by the deadline, management will hire a contractor, and all costs will be billed to you.

Please contact the management office at [Phone Number] or [Email] within [Number] days to confirm your plan for restoration.

Failure to comply with this notice may result in further legal action or termination of your lease agreement.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]