

Date: [Date]

To: [Tenant Name(s)]

Address: [Property Address]

**RE: NOTICE OF LEASE VIOLATION - UNAPPROVED OCCUPANT**

Dear [Tenant Name],

This letter serves as formal notice that you are currently in violation of your residential lease agreement dated [Lease Start Date] for the property located at [Property Address].

It has come to our attention that an unauthorized individual, [Name of Unauthorized Person, if known], is currently residing in the premises. According to Section [Number] of your lease agreement, all occupants must be approved by the landlord and listed on the lease. At this time, the aforementioned individual has not undergone a background check, nor have they been authorized to occupy the unit.

To remedy this violation, you must take one of the following actions within [Number of Days] days of this notice:

- The unauthorized individual must vacate the premises immediately.
- The unauthorized individual must submit a formal rental application for approval. If approved, a lease amendment must be signed by all parties.

Failure to comply with this notice may result in further legal action, including the commencement of eviction proceedings as permitted by law.

Please contact [Landlord/Property Manager Name] at [Phone Number/Email] to confirm that this matter has been resolved or to begin the application process.

Sincerely,

[Your Name/Signature]

[Title/Company Name]