

DATE: [Date]

TO: [Name of Primary Tenant(s)]

ADDRESS: [Rental Property Address]

RE: NOTICE TO REMOVE UNAUTHORIZED OCCUPANT

Dear [Tenant Name],

It has come to my attention that an unauthorized person, identified as [Occupant Name, if known], is currently residing in the premises located at [Address].

This is a direct violation of your Lease Agreement dated [Lease Start Date], specifically Section [Section Number, e.g., 5], which states that only the individuals listed on the lease are permitted to occupy the unit. No other persons are allowed to reside on the property without written consent from the Landlord.

DEMAND IS HEREBY MADE that the unauthorized occupant(s) vacate the premises immediately. You are required to resolve this violation within [Number, e.g., 3] days from the date of this letter.

Failure to comply with this demand will result in further legal action, which may include the termination of your tenancy and the initiation of eviction proceedings against all occupants. Please note that you remain responsible for any damages or disturbances caused by this unauthorized guest.

Please contact me immediately at [Your Phone Number] to confirm that the unauthorized occupant has moved out.

Sincerely,

[Your Name/Landlord Name]

[Your Address]

[Your Email]