

DATE: [Current Date]

TO: [Tenant Name(s)]

PROPERTY ADDRESS: [Full Property Address and Unit Number]

RE: FORMAL NOTICE OF LEASE VIOLATION - UNAUTHORIZED OCCUPANT

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of your residential lease agreement dated [Lease Start Date] regarding the policy on guests and long-term occupants.

According to Section [Section Number] of your lease, guests are permitted to stay for a maximum of [Number of Days] days. It has come to management's attention that an unauthorized individual, identified as [Guest Name, if known, otherwise "an unidentified male/female"], has been residing in your unit for approximately [Number] days, exceeding the permitted timeframe.

To remedy this violation, you must perform one of the following actions by [Deadline Date]:

- Ensure the unauthorized occupant vacates the premises immediately.
- Submit a formal written request for the individual to be added to the lease agreement (subject to background checks and landlord approval).

Failure to comply with this notice may result in further legal action, including but not limited to the termination of your tenancy and eviction proceedings.

If you believe this notice has been sent in error, or if you wish to discuss this matter further, please contact the undersigned immediately.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]