

**DATE:** [Insert Date]

**TO:** [Tenant Name(s)]  
**AND ALL OTHER OCCUPANTS IN POSSESSION**

**PROPERTY ADDRESS:** [Insert Full Property Address]

**SUBJECT: FINAL WARNING - UNAPPROVED OCCUPANT**

Dear [Tenant Name],

This letter serves as a formal and final warning regarding the presence of an unauthorized person residing at the above-mentioned premises. This is a direct violation of your Lease Agreement, specifically [Insert Section/Clause Number], which stipulates that only authorized tenants listed on the lease may occupy the property.

It has been observed that [Name of Unauthorized Occupant, if known, or "an unidentified individual"] is residing in the unit without written consent from the Landlord/Management.

**Required Action:**

The unauthorized occupant must vacate the premises immediately. You have [**Number of Days, e.g., 3**] days from the date of this letter to ensure the individual has moved out and removed all personal belongings.

**Consequences of Non-Compliance:**

Failure to comply with this demand will result in immediate further action, which may include:

- The issuance of a formal Eviction Notice (Notice to Quit).
- Legal proceedings to regain possession of the property.
- Responsibility for all legal fees and court costs incurred.

If you wish to add this individual to the lease, they must submit a formal application and undergo the standard screening process. However, there is no guarantee of approval, and they cannot reside on the property until a formal amendment is signed.

Please contact the undersigned immediately at [Your Phone Number] to confirm that the unauthorized occupant has vacated the premises.

Sincerely,

[Your Name/Property Manager Name]  
[Landlord/Management Company Name]