

DATE: [Insert Date]

TO:

[Name of Known Occupant(s)]
And All Other Occupants
[Property Address/Unit Number]
[City, State, Zip Code]

RE: NOTICE OF UNAUTHORIZED OCCUPANCY AND NOTICE TO VACATE

Dear Occupant(s),

This letter serves as formal notice that your presence at the commercial property located at [Insert Property Address] is unauthorized. Our records indicate that you do not have a valid lease agreement, written consent, or legal right to occupy these premises.

Under the terms of the property ownership and local laws, you are considered a trespasser. Your unauthorized occupation of this space is a violation of the law and is interfering with the lawful use and operations of the property.

You are hereby commanded to:

- Vacate the premises immediately, but no later than [Insert Time] on [Insert Date].
- Remove all personal property, equipment, and debris from the unit.
- Return all keys or access cards to the management office.

Failure to comply with this notice will result in further legal action. This may include, but is not limited to, the filing of an unlawful detainer (eviction) lawsuit, reporting this matter to local law enforcement for trespassing, and seeking monetary damages for lost rent and legal fees.

Please govern yourself accordingly.

Sincerely,

[Your Name/Signature]
[Title: Owner / Property Manager / Legal Representative]
[Company Name]
[Phone Number]
[Email Address]