

DATE: [Insert Date]

TO: [Tenant Name]

ADDRESS: [Rental Property Address]

RE: NOTICE OF IMMEDIATE LEASE TERMINATION

Dear [Tenant Name],

Please be advised that your lease agreement is hereby terminated effective immediately, [Insert Date].

This action is being taken due to a material violation of your lease agreement, specifically the presence of unauthorized occupants residing in the premises. The lease strictly prohibits occupancy by any individuals not listed in the original agreement without prior written consent from the landlord.

The unauthorized individual(s) identified is/are: [Insert Name(s) if known].

You and all other occupants are required to vacate the premises and return all keys by [Insert Time] on [Insert Date]. Failure to vacate by this time will result in the immediate filing of legal eviction proceedings.

A final inspection of the property will be conducted after you vacate. Your security deposit will be processed in accordance with state law, minus any deductions for damages or unpaid rent.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]