

[Property Manager/Landlord Name]
[Property Management Company]
[Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Address]
[Unit Number]
[City, State, Zip Code]

RE: NOTICE OF OCCUPANCY LIMIT MODIFICATION

Dear [Tenant Name],

This letter serves as formal notice regarding a modification to the occupancy limits for the property located at [Property Address].

Effective [Date], the maximum number of occupants permitted to reside in your unit will be changed to [Number] person(s). This modification is being implemented due to [Reason: e.g., local building codes, safety regulations, or updated management policy].

Please review your current lease agreement. All occupants must be officially registered with the management office. If your current household size exceeds this new limit, please contact the management office by [Deadline Date] to discuss your options and ensure compliance with the updated policy.

Failure to comply with occupancy limits may result in a violation of your lease agreement.

If you have any questions regarding this change, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title]