

# Final Notice for Unauthorized Occupants

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

City, State, Zip: [City, State, Zip]

Dear [Tenant's Name],

This letter serves as a final notice to inform you that unauthorized occupants have been found residing at the property located at [Property Address]. As per the lease agreement signed on [Lease Date], all occupants must be listed and approved by management.

You are required to ensure that any unauthorized occupants vacate the premises within [Insert Timeframe, e.g., 7 days] from the date of this notice. Failure to comply may result in further action, including but not limited to eviction proceedings.

If you have any questions or wish to discuss this matter further, please contact our office at [Phone Number] or [Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip]