

Notice of Unapproved Modifications

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as an official notice regarding the modifications observed at your residence located at [Property Address]. It has come to our attention that changes have been made without prior written approval from management.

Per the terms of your lease agreement, all modifications must be approved to ensure compliance with property standards and safety regulations. The following unapproved modifications have been noted:

- [Describe the first modification]
- [Describe the second modification]
- [Describe any additional modifications]

We request that you cease any further alterations and provide us with a written explanation of these changes by [Insert Response Deadline]. Failure to comply may result in further action, including potential penalties or eviction proceedings.

Please contact our office at [Contact Information] to discuss this matter further.

Thank you for your immediate attention to this issue.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]

[Contact Information]