

Reminder on Unauthorized Alterations

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal reminder regarding the unauthorized alterations made to the property located at [Property Address]. It has come to our attention that changes have been made without prior approval, which is a violation of the terms outlined in your lease agreement.

We kindly request that you take immediate action to rectify this situation by restoring the property to its original condition or submitting a request for approval for the alterations made. Failure to address this matter by [Insert Deadline] may result in further actions as stipulated in your lease.

We appreciate your prompt attention to this important matter.

Thank you,

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]