

Warning Regarding Unauthorized Property Changes

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position/Title]
[Recipient Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally address an issue concerning unauthorized changes made to the property located at [Property Address]. It has come to our attention that [describe the changes made, e.g., modifications, renovations, etc.], which occurred on [date of changes], were made without prior authorization from our office.

This action is in violation of [reference any relevant policies, agreements, or regulations], and we take these matters very seriously. As a result, we must request that these changes be reverted to their original state no later than [deadline for reversion]. Failure to comply with this request may result in further actions, which could include [describe potential consequences, e.g., legal action, fines, etc.].

We appreciate your immediate attention to this matter. Please contact me at your earliest convenience to discuss how we can resolve this issue amicably.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]