Warning Notice

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Dear [Tenant's Name],

This letter is to formally notify you that it has come to our attention that there is an unapproved occupant residing at the rental unit located at [Rental Property Address]. According to the terms of your lease agreement, all occupants must be approved by the landlord or management.

Please be advised that having unapproved occupants may lead to a violation of your lease agreement, which could result in further actions, including potential termination of your lease.

We kindly request that you provide us with the name of this unapproved occupant and take immediate steps to rectify the situation. Please respond to this notice within [number of days] by [specific date]. Failure to comply may necessitate further action.

We appreciate your attention to this matter and your cooperation in resolving it promptly.

Sincerely,

[Your Name]

[Your Title]

[Company/Property Management Name]

[Contact Information]