

Tenant Unauthorized Occupancy Notice

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Subject: Notice of Unauthorized Occupancy

Dear [Tenant's Name],

This letter serves as formal notification regarding unauthorized occupancy in the property located at [Property Address]. It has come to our attention that individuals not listed on the lease agreement are residing within the premises.

As per the terms of your lease, only individuals named on the agreement are permitted to occupy the unit. We request that you rectify this situation by ensuring that any unauthorized occupants vacate the property within [specify time frame, e.g., 14 days].

Failure to comply with this notice 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 do not hesitate to reach out to me at [Landlord's Phone Number] or [Landlord's Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Landlord's Name]

[Landlord's Signature]