

Tenant Unauthorized Occupant Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to notify you of a serious matter concerning your lease agreement for the property located at [Property Address]. It has come to our attention that an unauthorized occupant is residing at the premises without our knowledge or consent.

As per the terms of your lease agreement, all occupants must be approved by management. We request that you provide information regarding the unauthorized occupant, including their name and relationship to you, by [Insert Response Deadline]. Failure to do so may result in further action in accordance with the lease terms.

Please contact our office at [Contact Number] or [Email Address] to discuss this matter. We appreciate your prompt attention to this issue.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]