

Unauthorized Resident Alert

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you that we have identified an unauthorized resident living in your unit at [Property Address]. This is a violation of the lease agreement you signed on [Lease Start Date].

Please take immediate action to rectify this situation. The unauthorized resident must vacate the premises within [X days] from the date of this letter. Failure to comply may result in further action in accordance with your lease agreement and local laws.

We ask that you confirm the removal of this individual and provide us with a written response by [Response Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]