

# Tenant Violation of Lease Agreement

Date: [Insert Date]

To: [Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Dear [Tenant's Name],

We are writing to formally notify you of a violation of your lease agreement concerning additional occupants in your unit located at [Property Address]. According to the lease agreement signed on [Lease Start Date], any additional occupants residing in the unit must be pre-approved by management.

It has come to our attention that [describe the situation, e.g., "an additional individual has been residing in your unit without approval since [insert date]"]. This is in direct violation of Section [insert section number] of your lease agreement.

We request that you immediately cease the violation and provide us with a written plan detailing how you intend to rectify this matter by [insert deadline, e.g., "within the next 7 days"]. Failure to address this issue may result in further action, including possible eviction proceedings.

We appreciate your prompt attention to this matter. Please feel free to contact us at [your contact information] if you have any questions or require further clarification.

Sincerely,  
[Your Name]  
[Your Title]  
[Property Management Company]  
[Contact Information]