

Notice to Unapproved Tenant

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice regarding your tenancy at the premises located at [Property Address]. It has come to our attention that you are residing in the property without prior approval from the landlord or property management.

According to the lease agreement, all tenants must be approved before occupying the premises. Therefore, we kindly request that you vacate the property within [specific time frame] to avoid further action.

If you believe this notice is in error or wish to discuss this matter, please contact us at [Contact Information] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]