

Unauthorized Occupancy Alert

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that it has come to our attention that there has been unauthorized occupancy of the property located at [Property Address]. This situation is in violation of the terms set forth in the lease agreement, and we take these matters very seriously.

We request that you address this issue immediately and ensure that any unauthorized individuals vacate the premises within [number of days] days from the date of this letter.

Please be aware that failure to comply may result in further action, including potential legal proceedings.

If you have any questions or wish to discuss this matter further, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]