

Unauthorized Occupant Notification

Date: [Insert Date]

To: [Insert Occupant's Name]

Address: [Insert Occupant's Address]

Dear [Occupant's Name],

This letter serves as a formal notification regarding your occupation of the property located at [Insert Property Address]. It has come to our attention that you are currently residing in this property without proper authorization.

Please be advised that your presence in the property is not in accordance with the terms outlined in the lease/rental agreement. You are hereby required to vacate the premises within [insert number of days, typically 30 days] from the date of this letter.

If you believe you have a legal right to remain at this property, please provide us with documentation supporting your claim within the specified period mentioned above.

Failure to comply with this notice may result in further legal action to recover possession of the property.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]

[Your Contact Information]