

# Notice of Unpermitted Occupant

Date: [Insert Date]

To: [Occupant's Name]

Address: [Occupant's Address]

Dear [Occupant's Name],

We have observed that you are currently occupying the property located at [Property Address] without proper authorization or permission from the property owner.

This letter serves to formally notify you that your occupancy is unpermitted. In accordance with [Relevant Laws/Lease Agreements], we require that you vacate the premises by [Vacate Date]. Failure to do so may result in further action, including but not limited to legal proceedings.

If you believe this notice is in error or wish to discuss this matter, please contact us at [Contact Information] within [x days] of receipt of this letter.

We appreciate your cooperation in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Contact Information]