

Warning Letter for Unauthorized Resident

[Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

This letter serves as a formal warning regarding the unauthorized presence of [individual's name, if known] at [address or property name] without permission or a lease agreement.

It has come to our attention that [describe the situation briefly, e.g., there have been reports of unauthorized individuals residing in the property]. This violates the terms of your lease agreement and poses several concerns.

We kindly ask you to address this matter immediately. Please ensure that [individual's name] vacates the premises by [specific date] to avoid further action.

If you have any questions regarding this notice, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Position, if applicable]