Occupancy Rules Violation Notice

Date: [Insert Date]
To: [Tenant's Name]
Address: [Tenant's Address]
Dear [Tenant's Name],
This notice is to inform you that we have identified a violation of occupancy rules at your residence, located at [Property Address]. Specifically, the following violation has been noted:
• [Detail of Violation - e.g., unauthorized occupants, late payment, etc.]
As per the terms of your lease agreement, this is considered a violation of occupancy rules. We ask that you take the necessary steps to rectify this situation by [Insert Deadline, e.g., 14 days from receipt of this notice].
If you have any questions or wish to discuss this matter further, please do not hesitate to contact us at [Property Management Contact Information].
Thank you for your prompt attention to this matter.
Sincerely,
[Your Name]
[Your Title]
[Property Management Company Name]
[Contact Information]