

Notice of Unauthorized Property Usage

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notice regarding the unauthorized use of property located at [Property Address]. It has come to our attention that you, or representatives associated with you, have accessed and utilized this property without prior approval.

We kindly request that you cease any further unauthorized usage of the aforementioned property effective immediately. Continued misuse may result in further action including but not limited to legal proceedings.

Please contact us at [Your Phone Number] or [Your Email Address] within [number of days, e.g., 7 days] to discuss this matter further or to rectify the situation.

Thank you for your prompt attention to this serious issue.

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization Name]