

Disclosure Letter for Uninvited Alterations

Date: _____

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inform you of uninvited alterations that have been made to [specify the property or item] located at [address/location]. These changes were undertaken without prior notice or approval from myself, the property owner.

The alterations include:

- [Describe alteration 1]
- [Describe alteration 2]
- [Describe alteration 3]

It is important to address this matter promptly to ensure that we reach a resolution. I request that you provide clarification regarding these alterations and discuss how we can proceed moving forward.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]