

Formal Complaint Regarding Unauthorized Occupants

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally address a serious issue regarding unauthorized occupants residing in my rental property located at [Property Address]. As per our lease agreement, any additional individuals residing in the property must be approved by you prior to moving in.

It has come to my attention that [describe the situation, e.g., "multiple individuals have been occupying the premises without my consent since [date]."]. This situation is concerning and poses a violation of our agreement, as well as a potential risk to the property.

I kindly request that you take immediate action to resolve this matter. I would appreciate your prompt response regarding this issue. Please let me know how you propose to handle the situation by [request a specific date for a response, e.g., "the end of this week"].

Thank you for your attention to this matter.

Sincerely,

[Your Name]