

Unauthorized Lease Activity Reminder

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to remind you that we have noticed unauthorized activities concerning your lease for the property located at [Property Address].

Specifically, our records indicate that [insert specific unauthorized activity, e.g., subletting, unauthorized modifications]. This activity is not allowed under the terms of your lease agreement, dated [Insert Lease Date].

We kindly request that you cease this unauthorized activity immediately and provide a written response addressing this matter by [Insert Response Deadline]. Failure to comply may result in further action as outlined in your lease agreement.

Thank you for your attention to this important matter. If you have any questions or concerns, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]