

# Notice of Policy Violation

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a violation of our policy regarding unauthorized guests within the premises.

It has come to our attention that on [Insert Date of Incident], you were found in violation of this policy by allowing unauthorized individuals to access your unit. This action is against the agreed-upon rules outlined in the lease agreement.

We take this matter seriously to ensure the safety and security of all residents. Please be advised that further violations may result in additional consequences, including potential lease termination.

We request that you provide a written explanation of the incident by [Insert Due Date]. We appreciate your immediate attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]