

Request for Action Against Unauthorized Occupants

Date: _____

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request action regarding the unauthorized occupants currently residing at [Property Address]. Despite our previous communications regarding this matter, the situation remains unresolved, and we are concerned about the implications of their presence.

As the rightful owner of the property, I have not given permission for these individuals to occupy the premises. Their unauthorized occupancy not only violates my rights as a property owner but also poses various risks to the property and the surrounding community.

I kindly urge you to take immediate action to address this issue. Please let me know what steps will be taken to resolve this matter, or if further information is required from my side.

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

Sincerely,

[Your Name]

[Your Title (if applicable)]

[Your Address]

[Your Phone Number]

[Your Email Address]