

Unauthorized Remodeling Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a concern regarding unauthorized remodeling that has taken place at [Property Address]. It has come to my attention that alterations, including [briefly describe the remodeling], have been conducted without the necessary permits and approvals.

This remodeling not only violates our existing lease agreement but also poses potential safety risks and legal ramifications for all parties involved. As per the terms outlined in [reference any relevant document or clause], any structural changes must receive prior written consent and appropriate permits.

We request that you cease any further remodeling activities immediately and provide a detailed plan for rectifying the situation, including any steps you intend to take to comply with our leasing agreement.

Thank you for your immediate attention to this matter. Please contact me at [Your Phone Number] or [Your Email Address] to discuss this issue further.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Address]

[City, State, Zip Code]