

# Unauthorized Remodeling Request

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Notice of Unauthorized Remodeling

We have recently observed remodeling work being conducted in your leased premises at [Property Address]. As per the terms of your lease agreement, any renovations or alterations must be approved by the landlord in advance.

It is imperative that you cease any ongoing renovations and submit a formal request for approval to avoid further lease violations. Please provide details of the changes made and any planned work by [Insert Deadline Date].

Failure to comply may result in penalties as stipulated in your lease agreement.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company or Landlord's Name]

[Contact Information]