

Unauthorized Remodeling Request

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to formally address a concern regarding unauthorized remodeling activities that have taken place in your rental unit located at [Rental Property Address].

It has come to my attention that modifications have been made without prior written approval, which is a violation of the lease agreement. Specifically, the following changes were observed: [List specific unauthorized changes].

As per the terms of our agreement, all remodeling requests must be submitted for approval before any work commences. I kindly ask that you revert these changes immediately and refrain from further alterations without consent.

Please respond to this letter by [Response Deadline] to confirm your understanding and the actions you will take regarding this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]