Lease Violation Notice – Unauthorized Occupant

_____
Date

Name: _____
Address: _____
City, State: _____

Dear _____:

This letter is to notify you that the unauthorized occupant residing at your rental unit located at _____ is in violation of your lease agreement. Your lease agreement does not allow for this individual to reside at your rental unit. As stated in your lease agreement, additional occupants are only allowed by written permission of the landlord.

Please have the unauthorized occupant vacate the premises immediately. Failure to do so may result in eviction along with any associated costs, including but not limited to, attorney and court fees.

If you have any questions or concerns regarding the contents of this notice, please call me immediately at _____ or email me at _____.

Sincerely,

_____ _____
Signature Printed Name