

UNAUTHORIZED OCCUPANT VIOLATION NOTICE

Dear Mr/Mrs/Ms/ [tenant's last name]

I regret to inform you that I have discovered an uninvited guest in your apartment. While I appreciate your social skills, our lease agreement clearly states that only authorized occupants are allowed to reside in the apartment.

We understand that you may have good intentions, but please understand that unauthorized occupants can lead to increased utility usage, overpopulation, and safety issues for both you and other tenants. I kindly request that you take immediate action and ensure that this unauthorized occupant is removed from the premises within the next seven (7) days.

As your landlord, I take your safety and well-being seriously and it is imperative that you adhere to the lease agreement to avoid any inconvenience or unpleasant situations in the future.

Please feel free to contact me if you require any assistance. I appreciate your cooperation and understanding.

Sincerely,

[Landlord's Name]