

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Subject: Notice of Eviction for Unauthorized Occupants

Dear [Tenant's Name],

I hope this letter finds you well. I am writing to inform you that it has come to my attention that there are unauthorized occupants residing at [Property Address]. As per our lease agreement, all occupants must be disclosed and approved by the landlord.

This letter serves as a formal notice to vacate the premises within [Number of Days, e.g., 7, 30] days from the date of this letter. Please ensure that all unauthorized occupants vacate the property by [Final Date].

Failure to comply with this notice may result in legal action for eviction.

Thank you for your attention to this matter. Please feel free to contact me if you have any questions.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]