

«today»

«head_of_household»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «head_of_household»:

Re: Lease violation

It has been brought to our attention that a _____ is being used in your apartment. According to your lease, "no additional appliances" are allowed. Please remove the _____ from your apartment. Our on-site representative will check back with you on _____ to be sure you have taken care of this matter.

This is a violation of your lease and may be the basis for an eviction.

Your cooperation will be appreciated. If you have any questions, please call your rental agent.

Sincerely,

«rental_agent»