*Your name*

*Your address*

*Contact details*

*Tenant name*

*Tenant address*

Date

Dear

Re: *Tenant address*

I am writing to because it has come to my notice that there are other occupiers living with you at the property. Whilst it may be acceptable for visitors to stay for short periods, only the tenants named on the tenancy agreement may use the property as their home.

If you wish to add or replace a tenant to your tenancy agreement, this may only be done if the persons or persons have undergone my referencing procedure and have been found satisfactory. Please contact me if this is so and the procedure can be carried out. However please note that I am not prepared to allow any change to the named tenants on your agreement at this time.

Please arrange for those unauthorised occupiers to leave within the next **14** days. Failure to do this may jeopardise your tenancy of the property.

Contact me urgently to discuss this matter.

Yours sincerely

Landlord: *your name*

Address for Service: *your address*

Your address must be in England or Wales