

This form is adapted from [Texas Tenants' Union](#) materials.

## Letter Demanding Privacy

You can use this form letter to demand that the landlord stop invading your privacy. You can send it to the manager of the property, the management company, and even the owner of the property. Hopefully, the landlord will be reasonable and consider resolving your complaint without further incident. It is easier, cheaper, and faster to work out a problem without getting the courts involved. However, if the landlord is stubborn and wants to invade your space, you might consider filing suit in justice court. (See [justice court](#) information and [lawsuit form](#).)

How to fill in the blanks in the form:

1. **Date.** Put in the date you are filling out the form.
2. **Certified Mail Number.** Go to the post office and tell them you want to send a copy by Certified Mail, Return Receipt Requested. They will give you a green label that you will attach to your envelope. On the label is a certified mail number. Put that number in your notice letter. (You will also have to put that number on the green card you attach to the back of the envelope.)  
  
Certified mail is not required, but it is a good idea. It is also a good idea to send another copy by regular First-Class mail, in case the landlord refuses to sign for the certified mail.
3. **Landlord Name and Address.** The landlord's name can be the manager of the complex, the name of the complex, the owner, or the management company. (You have a right to know the name and address of the owner of the property and the management company if there is one.)
4. **Privacy Violations.** Check the box next to each action the landlord took that invaded your privacy. You may add your own if the action is not listed.
5. **Sign.** Sign the letter and fill in your name, address, and phone number.
6. **Copy.** Make a copy of the form for your records. Landlords often fail to admit they receive anything from tenants.

Date: \_\_\_\_\_

Certified Mail Return Receipt Requested  
# \_\_\_\_\_

\_\_\_\_\_  
(Landlord)

\_\_\_\_\_  
(Landlord Address)

\_\_\_\_\_  
(Landlord City, State, Zip)

Re: Cease All Entries

Greetings:

You have made one or more entries into the lease premises in violation of our lease agreement. Moreover, you *(Mark all that apply)*:

did not give appropriate advance notice of the proposed entry within a reasonable time;

did not enter the premises for the reason given;

intended to harass or intimidate me;

did not leave a notice after entry;

did not enter the premises at my request;

did not properly secure the premises when you left;

entered even though the lease contract does not authorize entry for any reason (or for the reason you gave);

did not make repairs to the premises upon entry;

\_\_\_\_\_  
*(Add any additional privacy violations)*

While you may own or manage the premises, I alone have exclusive possessory rights to the premises. This is the very essence of being a tenant. Exceptions in the lease agreement, if any, are not applicable. Your entry breached my privacy and possessory rights.

Therefore, I request that you cease all entries into the premises without my express written authorization. If you fail to honor this request, I may take legal action against you.

Thank you for your prompt attention.

\_\_\_\_\_  
(Your Signature)

\_\_\_\_\_  
(Your Printed Name)

\_\_\_\_\_  
(Your Phone Number)

\_\_\_\_\_  
(Your Address)