

Date: [Insert Date]

To: [Tenant Name(s)]

Address: [Property Address/Unit Number]

RE: NOTICE OF LEASE VIOLATION - UNAUTHORIZED PET

Dear [Tenant Name],

It has come to our attention that an unauthorized pet has been observed residing at your premises. This is a direct violation of your residential lease agreement, which states that no pets are allowed without prior written consent and/or a signed pet addendum.

According to our records, you do not have permission to keep a pet on the property. To resolve this matter, you must take one of the following actions within [Number of Days] days of the date of this letter:

- Permanently remove the animal from the premises.
- Contact the management office to determine if the pet is eligible for approval, pay any required pet deposits/fees, and sign a formal pet addendum.

Please be advised that failure to comply with the terms of your lease agreement may result in further disciplinary action, including potential termination of your tenancy.

We would prefer to resolve this matter amicably. Please contact the management office at [Phone Number] or [Email Address] once the animal has been removed or to discuss your options.

Sincerely,

[Your Name/Property Manager Name]

[Company Name/Landlord Name]