

**Date:** [Insert Date]

**To:** [Tenant Name(s)]

**Address:** [Property Address and Unit Number]

**Subject: NOTICE TO REMOVE UNAUTHORIZED PET**

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of your Lease Agreement dated [Date of Lease Agreement] regarding the keeping of pets on the premises.

It has come to our attention that an unauthorized pet, described as [Description of Pet, e.g., Brown Dog/Cat], is currently being kept in your unit. According to the terms of your lease: [Quote Lease Clause or refer to "No Pets" policy].

You are hereby requested to remove the unauthorized pet from the premises within [Number of Days, e.g., 3 or 7] days from the date of this notice. Failure to comply with this request will result in further action, which may include legal proceedings or the termination of your tenancy.

If you believe this notice has been sent in error, or if the animal is a certified service or emotional support animal, please provide the necessary documentation to the management office immediately.

Please confirm once the pet has been removed so that a follow-up inspection can be scheduled.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]