

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Rental Address, Unit Number]

RE: NOTICE OF LEASE VIOLATION AND DEMAND FOR PENALTY FEE

Dear [Tenant Name],

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

On [Date of Discovery], it was observed that an unauthorized pet, specifically a [Description of Pet, e.g., brown dog], is being kept at the property without prior written consent from the Landlord.

Pursuant to Section [Section Number] of your Lease Agreement, the keeping of an unauthorized pet results in a mandatory penalty fee. You are hereby required to pay the following amount:

Unauthorized Pet Fee: \$[Amount]

Please submit this payment to the management office no later than [Due Date].

Furthermore, you are required to [choose one: permanently remove the pet from the premises / submit a formal pet application for approval] within [Number] days of this notice. Failure to comply with the terms of your lease or failure to pay the assessed fee may result in further legal action, including eviction proceedings.

Please contact [Name/Phone Number] immediately to confirm that the pet has been removed or to discuss this matter further.

Sincerely,

[Your Name/Property Manager Name]

[Company Name, if applicable]

[Phone Number]