

**DATE:** [Current Date]

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

**ADDRESS:** [Rental Property Address]

**RE: FORMAL NOTICE OF LEASE VIOLATION - UNAUTHORIZED PET**

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of your residential lease agreement dated [Lease Start Date] for the property located at [Property Address].

Management has been made aware that an unauthorized animal, specifically a [Description of Pet, e.g., brown dog], is currently residing at or being kept on the premises. According to Section [Number] of your lease agreement, pets are strictly prohibited without prior written consent and/or payment of the required pet deposit/fees.

**To remedy this violation, you must perform one of the following actions by [Deadline Date]:**

- Permanently remove the unauthorized animal from the premises.
- Provide official documentation if the animal is a certified Service or Support Animal.
- Contact the management office to request formal approval and complete a Pet Addendum (if applicable under current policy).

Please be advised that failure to comply with this notice within [Number] days may result in further legal action, including potential eviction proceedings and/or fines as outlined in your lease agreement.

If you have already removed the animal or believe this notice was sent in error, please contact the management office immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]