

[Property Management Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Tenant Name]  
[Property Address]  
[Unit Number]

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

Dear [Tenant Name],

This letter serves as formal notice that it has come to our attention that an unauthorized pet is currently residing in your unit. According to your lease agreement dated [Lease Start Date], pets are not permitted without prior written consent and the payment of applicable fees/deposits.

To resolve this violation, you must complete one of the following actions by [Deadline Date]:

- **Pet Registration:** If the property allows pets, you must submit a formal pet application, provide proof of vaccinations, and pay the required pet deposit/monthly fee.
- **Pet Removal:** If you do not wish to register the pet, or if the pet does not meet property guidelines, the animal must be permanently removed from the premises.

Please contact the management office immediately to confirm how you intend to proceed. Failure to address this matter by the date mentioned above may result in further lease enforcement actions, including fines or legal proceedings.

Thank you for your prompt attention to this matter.

Sincerely,

[Manager Name]  
[Property Management Company]