

Date: [Date]

To: [Tenant Name]

Address: [Property Address/Unit Number]

RE: NOTICE OF PENALTY FOR UNAUTHORIZED PET PRESENCE

Dear [Tenant Name],

This letter serves as formal notice that an unauthorized pet has been observed or reported on the premises of your rental unit. According to your Lease Agreement dated [Lease Start Date], keeping pets without prior written consent from the landlord is a violation of the terms.

As per the "Pet Policy" or "Rules and Regulations" section of your lease, a penalty has been assessed for this violation.

Penalty Details:

- **Violation:** Presence of unauthorized pet
- **Penalty Amount:** \$[Amount]
- **Due Date:** [Date]

Please take the following actions immediately:

1. Pay the penalty amount listed above by the specified due date.
2. Remove the pet from the premises immediately, OR
3. Contact the management office to apply for pet approval (if applicable) and pay any required pet deposits/fees.

Failure to rectify this situation or continued presence of the unauthorized pet may result in additional daily fines, legal action, or termination of your tenancy.

If you believe this notice has been sent in error, please contact the management office at [Phone Number] within [Number] hours.

Sincerely,

[Your Name/Property Manager Name]

[Company Name/Landlord Name]