

Date: [Insert Date]

To: [Tenant Name(s)]

Address: [Property Address and Apartment Number]

RE: NOTICE OF UNAUTHORIZED PET POLICY VIOLATION

Dear [Tenant Name],

It has come to the attention of management that an unauthorized pet has been observed residing in your unit. This is a direct violation of your Lease Agreement dated [Lease Start Date], specifically Section [Section Number regarding pets].

According to our records, you do not have written consent or a signed Pet Addendum to keep an animal on the premises. As per the terms of your lease, you are required to take the following action(s):

- Remove the unauthorized animal from the property immediately.
- Provide proof of removal to the management office by [Deadline Date].
- [Optional] Pay the required pet fee/fine of \$[Amount] as outlined in the lease.

If you wish to keep the pet, you must contact the management office by [Deadline Date] to determine if the animal meets the property criteria and to complete the necessary paperwork, including paying any required deposits or pet rent.

Failure to comply with this notice may result in further legal action, including potential eviction proceedings for lease non-compliance.

Please contact us at [Phone Number] or [Email Address] if you have any questions regarding this matter.

Sincerely,

[Your Name/Management Name]

[Company Name]