

[Date]

To: All Residents of [Community Name]  
From: [Management Name/Homeowners Association]  
Subject: Important Update: Pet Ownership and Leash Guidelines

Dear Residents,

We are writing to remind all pet owners of the community guidelines regarding pet ownership and to provide an update on our leash policies. To ensure the safety and comfort of all residents and pets, the following rules are in effect immediately:

- **Leash Requirement:** All pets must be kept on a physical leash at all times when in common areas, hallways, parking lots, and green spaces. Electronic collars or voice commands are not a substitute for a physical leash.
- **Waste Removal:** Pet owners are required to pick up and properly dispose of all pet waste in designated trash receptacles.
- **Restricted Areas:** Pets are strictly prohibited from [List specific areas, e.g., the pool deck, playground, or fitness center].
- **Supervision:** Pets must never be left unattended in common areas or tethered to building structures.

These guidelines are designed to prevent accidents, protect our landscaping, and ensure that everyone feels safe while walking through the community. Please be advised that failure to comply with these regulations may result in [fines/warnings/further action] as outlined in your [lease agreement/HOA bylaws].

We appreciate your cooperation in keeping [Community Name] a clean and pet-friendly environment for everyone.

Sincerely,

[Signature]

[Printed Name]

[Title/Office]