

Follow-Up on Pet Policy Violation Notice

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the notice regarding the violation of our pet policy that was sent to you on [Insert Date of Original Notice].

As mentioned in the previous communication, our pet policy is in place to ensure the comfort and safety of all residents. It has come to our attention that [briefly describe the violation]. We would like to discuss this matter further to ensure compliance and address any concerns you may have.

Please contact me at your earliest convenience to arrange a meeting or to discuss this over the phone. We appreciate your cooperation in resolving this matter promptly.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]