

# Warning Letter: Unauthorized Pet Ownership

Date: [Insert Date]

Recipient Name: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal warning regarding the ownership of pets in your residence located at [Insert Address]. It has come to our attention that you currently possess an unauthorized pet, which is in violation of the community guidelines.

As per the regulations outlined in the lease agreement, pets are not permitted without prior approval from management. As such, we kindly request that you take immediate action to rectify this situation.

Please be aware that failure to comply with this directive may result in further action, including fines or potential eviction proceedings.

If you believe this notice is in error or if you have further questions, please contact the management office at [Insert Phone Number] within the next 5 business days.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]