

Unauthorized Pet Notification

Date: [Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that we have observed an unauthorized pet in your unit, [Unit Number]. As per the terms of your lease agreement, pets are not permitted without prior written authorization.

Please take immediate action to rectify this situation by either removing the pet from the premises or providing documentation for pet approval, if applicable, within [Number of Days] days of receiving this notice.

Failure to comply may result in further action as outlined in your lease agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]

[Contact Information]