

Pet Registration Procedure

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We are pleased to inform you about the procedure for registering your pet at [Property Name/Address]. To ensure a smooth registration process, please follow the steps outlined below:

1. Complete the Pet Registration Form attached to this letter.
2. Provide a copy of your pet's vaccination records.
3. Submit a recent photo of your pet.
4. Pay the required pet registration fee of [Amount].

Once you have gathered all the necessary documents, please return them to the management office by [Deadline Date]. Upon approval, you will receive a confirmation letter allowing your pet to reside with you.

If you have any questions or need further assistance, please do not hesitate to contact us at [Management Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]