

# Stray Animal Control Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to request assistance with a stray animal issue in our neighborhood. We have noticed a stray [type of animal, e.g., dog/cat] roaming the area around [specific location]. The animal appears to be [description of the animal: size, color, distinguishing features].

We are concerned about the safety of the animal as well as the safety of residents, especially children and other pets. The animal has been seen [describe behavior or issue: aggressive, hungry, injured, etc.], which raises further concerns.

We kindly request that your team respond to this issue at your earliest convenience to help ensure the wellbeing of the animal and the safety of our community. Please feel free to contact me at [your phone number] or [your email address] for further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]