

Inquiry Regarding Pet Removal Authorization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Company Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the procedures and requirements pertaining to pet removal authorization for [specify the pet type and reason for removal, e.g., relocation, eviction, etc.].

Could you kindly provide me with the necessary documentation and any relevant guidelines that need to be followed? Additionally, I would appreciate information regarding any fees or specific timelines I should be aware of.

Thank you for your assistance with this matter. I look forward to your prompt response.

Sincerely,

[Your Name]