

Notification of Pet Removal

Date: [Insert Date]

Dear [Pet Owner's Name],

This letter is to inform you that on [insert date of incident], it was necessary to remove your pet, [insert pet's name], from the premises due to [insert reason for removal, e.g., violation of community regulations, safety concerns, etc.].

We understand that this may be distressing news, and we want to assure you that the decision was made following the appropriate procedures set forth in the community guidelines.

Your pet is currently being housed at [insert location where pet is being held], and you can contact them at [insert contact information of the facility] for further information regarding reclamation procedures.

Please feel free to reach out to us should you have any questions or concerns regarding this incident.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]