

# Formal Notification of Pet Policy Update

Date: [Insert Date]

Dear [Recipient's Name],

We are reaching out to inform you of an important update to our pet policy, effective [Insert Effective Date].

The revised policy aims to ensure a safe and welcoming environment for all residents while accommodating pet owners. Key changes include:

- Maximum number of pets per household: [Insert Number]
- Restricted breeds: [Insert Breeds]
- Updated requirements for pet registration and fees: [Insert Details]

For the complete updated policy, please refer to [Insert Link or refer to attached document]. We encourage you to review the changes carefully.

If you have any questions or concerns regarding this update, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]