

Notice of Unauthorized Pets

Date: [Insert Date]

To: [Tenant/Resident Name]

Address: [Tenant/Resident Address]

Dear [Tenant/Resident Name],

It has come to our attention that you currently have an unauthorized pet residing in your unit. As per the lease agreement, pets are not permitted without prior written consent.

We kindly request that you remove the unauthorized pet from the premises by [insert deadline date]. Failure to comply may result in further action in accordance with the lease terms.

If you would like to discuss this matter further or request permission for a pet, please feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]