

# Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a formal warning regarding the violation of our pet policy as outlined in your lease agreement.

It has come to our attention that you currently have a pet on the premises, which is in violation of the property's no-pet policy. We would like to remind you that the pet policy is in place to ensure the safety and comfort of all residents.

As of [Date], we ask that you remedy this situation by either removing the pet from the property or discussing potential options with our office. Please be aware that continued violation of this policy may result in further action, including possible lease termination.

We appreciate your immediate attention to this matter. Please feel free to contact our office at [Contact Number] or [Email Address] should you have any questions or wish to discuss this issue further.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Property Management Company Name]  
[Contact Information]