

Letter of Acknowledgment for Pet Damage Charges

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the pet damage charges associated with my tenancy at [Property Address]. I understand that the damages incurred on [Date of Incident] have resulted in [specific damages described], and I accept responsibility for these charges.

I appreciate your understanding and support as we resolve this matter. Please inform me of the total charges and the preferred method of payment. I am committed to addressing this promptly.

Thank you for your attention to this matter. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]