

[Date]

Dear [Pet Owner Name],

Congratulations on your new family member! We are thrilled that you have chosen to adopt a rescue pet. At [Company/Building Name], we support animal rescue and want to make the transition as smooth as possible for you and your neighbors.

Please find our Adopted Rescue Pet Policy outlined below:

- **Registration:** Please provide a copy of the adoption agreement and current vaccination records to the office by [Date].
- **Adjustment Period:** We understand that rescue pets may need time to decompress. If you encounter behavioral challenges, please let us know so we can offer resources or flexibility during the first [Number] days.
- **Identification:** All pets must wear a collar with an ID tag and be microchipped.
- **Leash Rules:** Pets must be on a leash at all times when in common areas or on the property grounds.
- **Waste Disposal:** Owners are responsible for the immediate cleanup and proper disposal of pet waste.
- **Noise:** Please be mindful of barking or noise that may disturb other residents, especially during the initial adjustment phase.

We have also included a list of local veterinarians and trainers who specialize in working with rescue animals to help you get started.

If you have any questions regarding these policies, please contact [Contact Name/Department] at [Phone Number/Email].

We wish you and [Pet's Name] many happy years together!

Best regards,

[Your Name/Management Name]

[Title]

[Organization Name]