

[Date]

[Owner Name]

[Street Address]

[City, State, Zip Code]

Subject: Annual Pet Registration Renewal Notice

Dear [Owner Name],

This is a friendly reminder that the annual pet registration for your pet(s) is due to expire on **[Expiration Date]**. To ensure your pet remains compliant with local ordinances, please complete the renewal process by **[Deadline Date]**.

Pet Information:

- Pet Name: [Pet Name]
- Registration Number: [License Number]
- Animal Type: [Dog/Cat/Other]

Renewal Requirements:

- Annual Renewal Fee: \$[Amount]
- Updated Rabies Vaccination Certificate (if expired)
- Proof of Spay/Neuter (if not previously provided)

How to Renew:

1. **Online:** Visit [Website URL] and enter your registration number.
2. **By Mail:** Send a check and required documents to [Mailing Address].
3. **In Person:** Visit [Office Name] at [Physical Address] during business hours.

Please note that failure to renew by the deadline may result in a late fee of \$[Late Fee Amount] or potential citations.

If you no longer own this pet or have moved out of the area, please contact us at [Phone Number] or [Email Address] so we can update our records.

Thank you for being a responsible pet owner.

Sincerely,

[Name/Department]

[Organization/City Name]