

Subject: Confirmation of Pet Fee and Deposit Payment

Date: [Date]

Tenant Name: [Tenant Name]

Property Address: [Property Address]

Dear [Tenant Name],

This letter is to confirm that we have received your payment regarding the addition of a pet to your rental unit. We have recorded the following details:

- **Pet Name/Type:** [Pet Name and Breed]
- **Non-Refundable Pet Fee:** \$[Amount]
- **Refundable Pet Deposit:** \$[Amount]
- **Date Received:** [Date]

The non-refundable pet fee covers the administrative costs and surface wear associated with housing a pet. The refundable pet deposit will be held in accordance with your lease agreement and may be used at the end of your tenancy to cover any damages caused by the pet.

Please ensure that all pet policies outlined in your Lease Agreement/Pet Addendum are followed at all times.

If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]