

[Date]

Dear [Guest/Resident Name],

Welcome to [Property/Business Name]. We are pleased to have you with us and would like to extend a warm welcome to both you and your service animal.

As a reminder, service animals are welcome in all areas of our facility where the public is normally allowed to go. To ensure a comfortable stay for everyone, please note the following guidelines:

- The service animal must be under the handler's control at all times (tethered, leashed, or under voice control).
- The service animal should be housebroken.
- The handler is responsible for the care and supervision of the animal, including toileting and cleanup.

We do not charge any additional pet fees or deposits for your service animal. However, please be advised that guests remain responsible for any physical damage caused to the premises by the animal, beyond normal wear and tear.

If there is anything we can do to make your stay more comfortable, please do not hesitate to contact [Contact Person/Department] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Property/Business Name]