

[Your Name/Property Management Name]
[Address]
[City, State, Zip Code]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Re: Enclosed Pet Addendum for Signature

Dear [Tenant's Name],

We are pleased to inform you that your request to keep a pet at [Rental Property Address] has been approved, pending the completion of the required paperwork.

Enclosed with this letter, you will find two copies of the Pet Addendum. This document outlines the rules, responsibilities, and any applicable fees or deposits regarding pet ownership on the premises.

Please follow these steps to finalize the process:

- Review the terms of the Pet Addendum carefully.
- Sign and date both copies of the document.
- Return one signed copy to our office by [Date].
- Include the pet deposit/fee of \$[Amount], if applicable.

Once we receive the signed document and any required payments, the agreement will be fully executed, and you may bring your pet onto the property.

If you have any questions regarding the terms of this addendum, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]