

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Conditional Pet Approval

Dear [Tenant Name],

We are pleased to inform you that your request to keep a pet at [Property Address] has been conditionally approved. This approval is specific only to the animal described below:

- **Pet Type:** [e.g., Dog, Cat]
- **Breed:** [Breed Name]
- **Name:** [Pet Name]
- **Weight/Size:** [Description]

This approval is subject to the following conditions being met by [Deadline Date]:

1. Payment of a non-refundable pet fee of \$[Amount].
2. Payment of an additional refundable pet deposit of \$[Amount].
3. Monthly "pet rent" payment of \$[Amount] added to your regular rent.
4. Provision of current vaccination records and proof of spay/neuter.
5. Signing of the attached Pet Addendum to your Lease Agreement.

Please note that this approval may be revoked if the pet causes disturbances, damages the property, or if the terms of the Pet Addendum are violated.

Please submit the required documents and payments to the management office to finalize this process.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]