

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Landlord or Property Manager Name]
[Company Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Request to Modify Pet Addendum for [Rental Address/Unit Number]

Dear [Landlord/Property Manager Name],

I am writing to formally request a modification to the Pet Addendum associated with my current lease agreement dated [Lease Start Date].

Specifically, I am requesting the following change(s):

- [Option A: Adding a new pet - Provide Breed, Name, Age, and Weight]
- [Option B: Removing a pet previously listed - Provide Name]
- [Option C: Updating information for an existing pet]

I have attached the required documentation for this modification, including [list attachments such as vaccination records, photos, or renter's insurance updates].

I understand that this modification may be subject to [mention any applicable pet fees or deposits per the original lease]. I remain committed to ensuring that all pets on the premises comply with the community rules regarding noise, waste disposal, and safety.

Please let me know if there are any additional forms I need to sign or if you require further information to process this update to my lease.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]