

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]

Dear [Tenant Name],

As your current lease agreement is approaching its expiration on [Current Lease End Date], we are pleased to offer you a renewal for a new term starting [New Lease Start Date].

Please be advised that we have updated our pet policy requirements. To ensure the safety and health of all residents and animals within the community, all pet owners are now required to provide **Proof of Vaccination** as a condition of lease renewal.

To renew your lease, please provide current documentation from a licensed veterinarian showing that your pet(s) are up to date on the following:

- Rabies (Required by law)
- Distemper/Parvovirus
- [Insert Other Required Vaccination, e.g., Bordetella]

Action Required:

Please submit the vaccination records along with your signed renewal lease no later than [Due Date]. Failure to provide updated records may result in a delay in the renewal process or a violation of the pet addendum.

You may submit these documents via:

- Email: [Email Address]
- Tenant Portal: [Link/Instructions]
- In-person: [Office Address]

If you no longer have a pet, or if you have any questions regarding these updated requirements, please contact the management office at [Phone Number].

We value your residency and look forward to having you continue as a member of our community.

Sincerely,

[Management Name/Property Manager Name]
[Property Name]
[Contact Information]