

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address and Unit Number]

NOTICE: ACTION REQUIRED - OVERDUE PET RENT

Dear [Tenant Name],

This letter is a formal reminder that we have not received the pet rent payment for the following period(s): [Insert Month/Period].

According to your lease agreement, a monthly pet rent of \$[Amount] is required for the pet(s) residing in your unit. As of today, your account shows an outstanding balance of \$[Total Overdue Amount] specifically for pet-related fees.

Required Action:

Please submit the full payment of \$[Total Overdue Amount] by [Insert Due Date] to bring your account up to date. Payments can be made via [Insert Payment Method, e.g., online portal, check, office].

Failure to pay pet rent is a violation of your lease agreement. If you believe this is an error, or if you have already sent the payment, please contact the management office immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]