

Date: [Insert Date]

Tenant Name(s): [Insert Tenant Names]

Property Address: [Insert Full Property Address]

RE: FORMAL WARNING - UNPAID PET RENT BALANCE

Dear [Tenant Names],

This letter serves as a formal warning regarding the outstanding pet rent balance on your account. According to our records and your signed Lease Agreement, a monthly pet fee of \$[Amount] is required for the housing of your authorized pet(s).

As of [Current Date], your account shows an overdue pet rent balance of **\$(Total Overdue Amount)**. This balance covers the following period(s):

- [Month/Year]: \$[Amount]
- [Month/Year]: \$[Amount]

Please be advised that pet rent is a mandatory obligation of your tenancy. Failure to pay these fees constitutes a breach of your Lease Agreement. We request that you remit the full payment of \$[Total Overdue Amount] to the management office by [Insert Deadline Date].

Failure to clear this balance or contact us to arrange a payment plan may result in further action, which may include late fees, the revocation of pet privileges, or legal proceedings to recover the debt.

If you have already made this payment, please disregard this notice. If you believe there is an error in our records, please contact the management office immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Landlord/Manager Name]

[Property Management Company Name]