

Date: [Current Date]

To: [Tenant Name]

Property Address: [Full Address of Rental Unit]

RE: NOTICE OF UNPAID PET RENT

Dear [Tenant Name],

This letter is to inform you that we have not received the monthly pet rent for your pet(s) for the following period: [Month/Year].

According to your lease agreement, the monthly pet rent is \$[Amount]. Our records show an outstanding balance of \$[Total Amount Due] for this period.

Please submit the missing payment by [Due Date] to avoid any late fees or further action. If you have already made this payment, please provide us with a copy of the receipt or transaction confirmation so we can update our records.

Payments can be made via [Payment Method: Online Portal/Check/Money Order].

Thank you for your prompt attention to this matter.

Sincerely,

[Manager Name]

[Property Management Company Name]

[Phone Number]

[Email Address]