

URGENT NOTICE: OUTSTANDING PET FEES

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address/Unit Number]

Dear [Tenant Name],

This letter serves as a formal notice regarding unpaid pet fees associated with your lease agreement for the property located at [Property Address].

According to our records, your account is currently past due. The following balance remains outstanding:

- Past Due Pet Rent: \$[Amount]
- Unpaid Pet Deposit/Fee: \$[Amount]
- Late Charges: \$[Amount]
- **Total Amount Owed: \$[Total Amount]**

As per your lease agreement, these fees were due on [Original Due Date]. Please remit the full payment of \$[Total Amount] by [Payment Deadline Date] to avoid further action, which may include legal proceedings or a formal notice to vacate.

If you have already made this payment, please provide a copy of your receipt so we can update our records. If you are experiencing financial difficulties, please contact the management office immediately to discuss a payment arrangement.

Payment can be made via: [List Payment Methods, e.g., Online Portal, Check, etc.]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Management Name]

[Phone Number]

[Email Address]