

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Tenant Address]
[City, State, Zip Code]

Subject: Notice of Pet Deposit Requirement

Dear [Tenant Name],

This letter is regarding your request to add a pet to your household at [Rental Property Address].

Per the terms of our rental agreement and pet policy, the addition of a pet requires an additional security deposit. Please submit a pet deposit in the amount of \$[Amount] by [Date].

This deposit is refundable at the end of your tenancy, provided there is no damage to the property caused by the pet. Please note that this deposit must be received before the pet is permitted to move into the premises.

Payment can be made via [Payment Method]. Please contact me if you have any questions regarding this request or the pet addendum.

Sincerely,

[Your Signature]
[Your Printed Name]