

[Property Management Name/Landlord Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: NOTICE OF INSPECTION REGARDING SUSPECTED LEASE VIOLATION

Dear [Tenant Name],

This letter serves as formal notice that management has received reports or evidence suggesting that an unauthorized animal is being kept on the premises of your rental unit. According to Section [Insert Clause Number] of your Lease Agreement, pets are not permitted without prior written consent and the payment of applicable fees/deposits.

Management will be conducting an inspection of your unit to verify compliance with the terms of your lease. This inspection is scheduled for:

Date: [Date of Inspection]

Time: Between [Start Time] and [End Time]

Pursuant to state law and your lease agreement, this serves as your [24/48] hour notice of entry. You do not need to be present for this inspection, and management will use a master key to gain entry if you are not home.

If an unauthorized pet is found, you will be required to remove the animal immediately and may be subject to fines, pet rent, and/or further legal action, including termination of tenancy.

If you have already removed the animal or believe this report is in error, please contact the office immediately at [Phone Number].

Sincerely,

[Landlord/Property Manager Signature]
[Printed Name]