

Date: [Insert Date]

To: [Tenant/Owner Name]

Address: [Insert Property Address/Unit Number]

Subject: FIRST WARNING - PET WASTE VIOLATION

Dear [Name],

This letter serves as a formal warning regarding a violation of the pet waste policy at [Property Name].

It has been reported or observed that pet waste was not properly disposed of on the following date(s) and location(s):

Date of Violation: [Insert Date]

Location: [Insert Specific Area, e.g., Common Area Courtyard]

Per your [Lease Agreement/Homeowners Association Rules], all residents are required to pick up after their pets immediately and dispose of waste in the designated trash receptacles. This policy is in place to maintain the cleanliness, health, and appearance of our community.

Please ensure that all pet waste is cleaned up moving forward. Failure to comply with these rules may result in fines of [Insert Amount] per occurrence or further action as outlined in your agreement.

If you have any questions regarding this notice, please contact the management office at [Insert Phone Number].

Thank you for your cooperation in keeping our community clean.

Sincerely,

[Your Name/Property Management Name]

[Title]

[Contact Information]