

Date: [Insert Date]

To: [Resident Name]

Address: [Unit/Address Number]

RE: SECOND NOTICE - VIOLATION OF PET WASTE POLICY

Dear Resident,

This is the second formal notice regarding uncollected pet waste attributed to your household. A previous notice was sent to you on [Date of First Notice] regarding this issue.

On [Date of Violation], it was reported/observed that pet waste was not properly disposed of at [Location of Violation].

As a reminder, our community rules require all pet owners to pick up after their animals immediately. Failure to do so creates unsanitary conditions and affects the comfort of all residents.

Because this is a second occurrence, the following action has been taken in accordance with your lease/HOA agreement:

- A fine in the amount of \$[Amount] has been applied to your account.
- Further violations may result in additional fines or the removal of pet privileges.

Please ensure that all waste is collected and disposed of in the designated bins moving forward. If you believe this notice has been sent in error, please contact the management office at [Phone Number] within [Number] days.

Thank you for your cooperation in keeping our community clean.

Sincerely,

[Your Name/Property Management Name]

[Contact Information]