

Date: [Insert Date]

To: [Pet Owner Name]

Address: [Insert Address/Unit Number]

RE: NOTICE OF COMMUNITY RULE VIOLATION - OFF-LEASH ANIMAL

Dear [Pet Owner Name],

This letter is to formally notify you of a reported violation of the community rules regarding pet control. It has been brought to our attention that an animal under your care was observed off-leash in the common areas on [Date of Incident] at approximately [Time].

According to [Section/Article Number] of the Community Rules and Regulations: *"All pets must be kept on a leash at all times when outside of a private residence or designated fenced pet areas."*

Leash requirements are in place to ensure the safety of all residents, guests, and other animals, as well as to maintain the cleanliness of our shared spaces.

Action Required:

Please ensure that your pet is securely leashed whenever you are in the common areas of the property. Failure to comply with this rule in the future may result in [fines/further disciplinary action] as outlined in our governing documents.

If you believe this notice has been sent in error, or if you have any questions regarding this policy, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping our community safe and enjoyable for everyone.

Sincerely,

[Your Name/Property Manager Name]

[Community Name/Homeowners Association]