

Date: [Insert Date]

To: [Tenant Name]

Address: [Unit Number/Address]

Subject: FIRST NOTICE - OFF-LEASH PET POLICY VIOLATION

Dear [Tenant Name],

This letter serves as a formal notice regarding a violation of the pet policy at [Property Name/Address].

On [Date of Incident] at approximately [Time], it was reported/observed that your pet was unsecured and off-leash in the following common area: [Location of Incident].

Per your lease agreement and the community rules, all pets must be kept on a leash at all times when outside of your individual unit and within common areas. This policy is in place to ensure the safety of all residents, guests, and other pets.

Required Action:

Please ensure that your pet is securely leashed whenever you are on the property grounds. This is a first warning. Please be advised that further violations may result in fines, the removal of the pet from the premises, or further action regarding your lease agreement.

If you have any questions regarding this notice or the community pet policy, please contact the management office at [Phone Number] or [Email Address].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord]