

Date: [Insert Date]

To: [Pet Owner Name]

Address: [Insert Unit/Address Number]

RE: NOTICE OF FINE - OFF-LEASH PET POLICY VIOLATION

Dear [Pet Owner Name],

This letter serves as official notification that a violation of the community pet policy has been recorded regarding your pet. Specifically, it was reported or observed that your pet was unsecured and off-leash in a common area on [Date of Incident] at approximately [Time].

According to the [Community Name/Homeowners Association] rules and regulations, all pets must be kept on a leash at all times when outside of your private residence or designated fenced areas. This policy is in place to ensure the safety of all residents, guests, and other animals.

Violation Details:

- **Offense:** [First/Second/Third] Violation
- **Fine Amount Due:** \$[Insert Amount]
- **Due Date:** [Insert Date]

Please remit payment to the management office by the due date listed above. Failure to pay this fine or subsequent violations of the leash policy may result in further disciplinary action, including increased fines or the loss of pet privileges within the community.

If you wish to appeal this fine, you must submit a written request for a hearing to the Board of Directors within [Number] days of the date of this letter.

Thank you for your immediate cooperation in keeping our community safe.

Sincerely,

[Your Name/Property Manager Name]

[Community Name/Association Name]

[Contact Phone Number]