

Date: [Date]

To: [Resident Name]

Address: [Unit Number/Street Address]

Subject: FORMAL WARNING: Violation of Off-Leash Pet Policy

Dear [Resident Name],

This letter serves as a formal warning regarding a violation of the community pet policy. It has been reported or observed that your pet was recently seen unrestrained and off-leash in the common areas on [Date of Incident].

According to our community rules and [Local City/County] ordinances, all pets must be kept on a leash at all times when outside of your private residence. This policy is in place to ensure the safety of all residents, other pets, and your own animal.

Policy Requirements:

- Pets must be secured on a leash no longer than [Number] feet when in common areas.
- Owners must maintain physical control of the pet at all times.
- Off-leash activity is only permitted in designated areas, such as the [Name of Dog Park, if applicable].

Please ensure that this incident does not recur. Further violations may result in fines of [Dollar Amount] per occurrence or the permanent removal of the pet from the premises as outlined in your lease agreement.

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

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Association Name]