

**Date:** [Insert Date]

**To:** [Tenant/Owner Name]

**Property Address:** [Insert Address/Unit Number]

**Subject: SECOND WARNING: Violation of Off-Leash Pet Policy**

Dear [Tenant/Owner Name],

This letter serves as a second formal warning regarding the violation of the pet policy at [Property Name/Address]. It has been reported and documented that on [Date of Incident], your pet was observed off-leash in a common area at approximately [Time].

Our community rules explicitly state that 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, guests, and other animals, as well as to maintain the cleanliness of the property.

You were previously notified of this violation on [Date of First Warning]. Despite this prior notice, the behavior has continued. Please be advised that this is a serious breach of your [Lease Agreement/Homeowner Association Rules].

**Immediate Action Required:**

You must ensure that your pet is securely leashed whenever it is in common areas, hallways, parking lots, or landscaped grounds. Failure to comply with this policy moving forward may result in further disciplinary action, including but not limited to:

- Fines in the amount of \$[Amount] per subsequent occurrence.
- Removal of pet privileges from the premises.
- Termination of your tenancy or legal action.

We value having you as a resident and ask for your immediate cooperation to keep our community safe. If you have any questions regarding this matter, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Association Name]