

Date: [Insert Date]

To: [Pet Owner Name]

Address: [Insert Address / Unit Number]

Subject: FORMAL WARNING - PET AGGRESSION INCIDENT

Dear [Pet Owner Name],

This letter serves as a formal warning regarding an incident involving your pet, [Pet Name], which occurred on [Date of Incident] at [Location of Incident].

Description of Incident:

[Provide a brief, factual description of the aggressive behavior, e.g., biting, lunging, or unprovoked barking at another resident/animal].

According to our records and community policies, all pets must be kept under control at all times. The behavior exhibited is a violation of [Policy Name/Section Number], which states that pets must not pose a threat to the safety or peace of others.

Required Actions:

- Ensure your pet is securely leashed or restrained in all common areas.
- Take immediate steps to prevent a recurrence of this behavior.
- [Optional: Provide proof of behavioral training or use of a muzzle].

Please be advised that further reports of aggression may result in more serious actions, including fines or the permanent removal of the pet from the premises.

If you have any questions regarding this matter, please contact the management office immediately.

Sincerely,

[Your Name/Property Manager Name]

[Organization/Property Name]