

Date: [Insert Date]

To: [Tenant Name]

Unit: [Unit Number]

Property: [Building Name]

RE: WARNING LETTER - UNAUTHORIZED PETS IN THE LOBBY

Dear [Tenant Name],

It has been brought to our attention that you have been bringing an unauthorized pet into the building lobby. According to your lease agreement and the building's rules and regulations, pets are [not permitted / only permitted under specific conditions] in common areas such as the lobby.

The lobby is a shared space intended for the comfort and safety of all residents. Unauthorized pets can lead to issues regarding hygiene, allergies, and general safety. Specifically, we have noted the following violation(s):

- Bringing an unrecorded pet through the main entrance.
- Leaving the pet unattended in the lobby area.
- Failure to follow designated pet transit routes.

Please consider this a formal warning. We ask that you immediately cease bringing the pet into the lobby and ensure you are in compliance with all pet policies listed in your lease. Failure to comply with these rules may result in further action, including fines or termination of your tenancy.

If you have any questions regarding the pet policy or wish to register a pet, please contact the management office immediately.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]

[Phone Number]