

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Address: [Insert Property Address/Unit Number]

**Subject: Initial Warning - Notice of Unauthorized Pet**

Dear [Insert Tenant Name],

This letter serves as a formal notice regarding a violation of your lease agreement at [Insert Property Address]. It has come to our attention that an unauthorized pet is currently being kept on the premises.

According to your lease agreement, Section [Insert Section Number], pets are not permitted without prior written consent and the payment of applicable fees. Our records indicate that no such authorization has been granted for the pet currently in your unit.

To resolve this matter and remain in compliance with your lease, you must take one of the following actions within [Insert Number of Days] days of receiving this notice:

- Permanently remove the pet from the premises.
- Contact the management office to apply for pet approval (if the building policy allows) and pay any required pet deposits or monthly fees.

Please be advised that failure to rectify this situation may result in further administrative actions, including fines or the initiation of eviction proceedings as outlined in your lease agreement.

We value you as a tenant and hope to resolve this matter quickly. Please contact us at [Insert Phone Number] or [Insert Email Address] to confirm the pet has been removed or to start the approval process.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]