

**Date:** [Insert Date]

**To:** [Tenant Name(s)]

**Property Address:** [Insert Full Address]

**RE: NOTICE TO REMOVE UNAUTHORIZED PET**

Dear [Tenant Name],

It has come to the attention of Management that you are currently keeping a pet at the above-referenced premises. According to our records and your signed Lease Agreement, pets are either strictly prohibited or require prior written consent and a paid pet deposit.

This letter serves as official notice that you are in violation of your Lease Agreement. Specifically, Section [Insert Section Number] regarding [Animals/Pets].

**To remedy this violation, you must take one of the following actions within [Number] days:**

- Permanently remove the unauthorized pet from the premises.
- If the property allows pets, contact the management office immediately to complete a Pet Addendum and pay the required fees/deposits (subject to approval).

Failure to comply with this notice may result in further legal action, including potential eviction proceedings and/or fines as outlined in your lease.

Please contact our office at [Phone Number] once the issue has been resolved or if you have any questions.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]