

**DATE:** [Date]

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

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

**RE: OFFICIAL NOTICE REGARDING UNAUTHORIZED PET**

Dear [Tenant Name],

This letter serves as formal notice that it has come to our attention that an unauthorized pet is currently being kept on the premises at the address listed above.

According to your signed Lease Agreement dated [Lease Start Date], specifically Section [Section Number/Title], pets are not permitted without prior written consent from the landlord. Our records indicate that no such authorization has been granted for the animal currently in your possession.

To resolve this violation, you are required to take one of the following actions within [Number of Days, e.g., 3 or 7] days of receiving this notice:

- Permanently remove the unauthorized pet from the premises.
- Provide official documentation if the animal is a certified Service or Emotional Support Animal.
- Contact the management office to apply for pet approval (if the building policy allows) and pay any required pet deposits or additional monthly fees.

Failure to comply with this notice may result in further legal action, including potential eviction proceedings for breach of contract.

Please contact [Name/Office] at [Phone Number/Email] once the animal has been removed or to discuss this matter further.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]