

**Date:** [Insert Date]

**To:** [Tenant Name]

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

**RE: NOTICE OF LEASE VIOLATION - UNAPPROVED ANIMAL**

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of your residential lease agreement regarding the presence of an unapproved animal on the premises.

According to our records and recent observations, an animal has been identified at your residence that is not authorized by your lease or a signed Pet Addendum. Per your agreement, all animals must be disclosed, approved by management, and all applicable fees must be paid prior to the animal entering the home.

**Required Action:**

To remedy this violation, you must complete one of the following actions within [Number of Days] days of this notice:

- Remove the animal from the premises immediately and permanently.
- If the property allows pets, submit a formal application for the animal, pay the required pet deposits/fees, and sign the Pet Addendum (subject to management approval).
- Provide valid documentation if the animal is a qualified Service or Emotional Support Animal.

Please be advised that failure to comply with this notice may result in further legal action, including potential fines or termination of your tenancy.

If you believe this notice was sent in error, please contact the management office immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]