

**DATE:** [Insert Date]

**TENANT NAME(S):** [Insert Tenant Names]

**ADDRESS:** [Insert Property Address, Unit Number]

**RE: NOTICE TO REMOVE UNAUTHORIZED PET**

Dear [Tenant Name(s)],

This letter serves as formal notice that you are in violation of your Lease Agreement dated [Insert Lease Start Date] regarding the keeping of unauthorized pets on the premises.

It has come to our attention that an unauthorized animal, specifically a [Describe Pet, e.g., brown dog/cat], is being kept at the property without prior written consent or the payment of required fees.

According to Section [Insert Section Number] of your Lease Agreement, pets are strictly prohibited unless authorized in writing by the Landlord/Management.

**ACTION REQUIRED:**

You are required to permanently remove the unauthorized pet from the premises no later than [Insert Deadline Date/Time].

Failure to comply with this notice may result in further action, including but not limited to:

- Assessment of daily fines/penalties as per the lease agreement.
- Eviction proceedings for breach of contract.
- Legal action to recover costs for any damages caused by the animal.

Please contact the management office immediately at [Insert Phone Number] to confirm that the pet has been removed or to discuss this matter further.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]