

[Date]

[Tenant Name]

[Unit Number]

[Property Address]

Subject: Annual Assistance Animal Record Update

Dear [Tenant Name],

This is a routine request to update our records regarding the assistance animal residing in your unit. To ensure our files are current and to maintain the safety of all residents and staff, please provide the following updated information:

- **Vaccination Records:** A copy of the animal's current rabies vaccination and any other locally required immunizations.
- **Local Registration:** Proof of current animal licensing or registration with the city/county (if applicable).
- **Emergency Contact:** The name and phone number of an individual who can care for the animal in the event of an emergency.
- **Photo:** A recent clear photograph of the animal for identification purposes.

Please note that this is not a request to re-verify your disability or your need for an assistance animal, but simply a request to keep the animal's health and safety documentation up to date.

Please submit these documents to the management office by [Due Date]. You may provide them in person, via email at [Email Address], or through the resident portal.

Thank you for your cooperation.

Sincerely,

[Property Manager Name]

[Property Management Company]