

«today»

«head\_of\_household»

«address\_line1»

«address\_line2»

«address\_line3»

«city», «state» «zip»

Dear «head\_of\_household»:

Re: Lease violation

We have reason to believe that you have a pet in your apartment without a pet agreement. It must be removed by \_\_\_\_\_, or you must contact this office to obtain a copy of the Pet Rules and Agreement.

This is a violation of your lease and may be the basis for an eviction.

Your cooperation will be appreciated. If you have any questions, please call your rental agent.

Sincerely,

«rental\_agent»