

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address a concern regarding a pet that has been observed within your premises, which appears to be unauthorized according to [insert relevant rules, regulations, or agreements, e.g., lease agreement, HOA guidelines].

It has come to my attention that [describe the unauthorized pet situation briefly, e.g., "a dog has been seen frequently on the property without prior notification"]. I want to remind you of the community rules stating that [quote specific rules regarding pet ownership, if applicable].

I appreciate your attention to this matter and would like to discuss possible solutions. Please feel free to contact me at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]