

Sample Email Letter to CEO or Property Owner

Subject: Pit Bull Dog Residing at Breed/Weight Restricted Property

Dear CEO or Property Manager:

I sent the below email to your resident relations department earlier yesterday morning and followed up with two voicemails to (contact name), who was taking calls for (1st contact). No one has returned my calls. I was finally able to reach our newest property manager today. She advised me that she would now follow up with the tenant in question, and would give him an opportunity to provide documentation that his dog is not a Pit Bull, which is certainly fair and reasonable. She also stated there are no longer weight restrictions at this property, yet as I pointed out to her, your corporate website still states there are weight restrictions here and the link from the Craigslist ad for this property from yesterday states this as well.

While it is reasonable to allow a tenant the opportunity to prove his dog is not a restricted breed, it is also reasonable to expect your company to have documented guidelines in place stating what constitutes proof. I am requesting a copy of your restricted breed guidelines and dispute resolution process, and would appreciate this being treated as a serious, legitimate concern that warrants immediate and appropriate attention by your office.

Sincerely,

(Your name and contact info)

(Include the original email that you sent to resident relations person here)