**Sample Letter: Requesting Permission to Have a Pet**

(Your Name)  
(Current Address of Your Apartment, Unit #)  
(City, State, Zip Code)

(Date)

(Landlord or Apartment Company's Name)  
(Address as Printed on Your Lease)  
(City, State, Zip Code)

**Re: Permission to have a pet in my apartment**

Dear (Name of landlord or manager),

I am writing to you today to request permission to adopt a (insert animal) to join our household. As current, responsible tenants, we'd like to make every effort to assure you we'll be courteous pet owners.

We would like to set up a time to discuss the conditions you have to qualify us as pet owners. At that time, we are happy to discuss any financial requirements you may have in order for us to keep a pet, as well as sign a pet agreement to highlight all of your restrictions related to pet ownership.

We promise to provide appropriate levels of exercise, attention and care for our pet. We will continue to keep a clean apartment, take into consideration our pet's interaction with neighbors and ensure our pet is properly cared for whenever we're unable to take care of it ourselves.

We greatly look forward to welcoming a (insert pet) into our home and appreciate your willingness to discuss the opportunity with us. Please (call/email) at (insert phone or email based on preference for communication) at your earliest convenience so we can schedule a time to talk.

Kindly,

(Your Name and Signature)  
(Apartment Number)  
(Phone or Email Address)