[Your Full Name]  
[Your Current Address]  
[City, State, ZIP Code]  
[Date]

[Landlord's Full Name]  
[Landlord's Organization Name]  
[Rental Property Address]  
[City, State, ZIP Code]

Subject: Apartment Pet Approval Request

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request permission to have a pet, specifically a [type of animal], in my rental unit located at [Rental Property Address].

As a responsible tenant, I take pride in maintaining a clean, quiet, and orderly living environment. My [type of animal] will be well cared for, receiving ample exercise and attention to ensure they remain calm and content. I am confident they will not disrupt the peace or comfort of the property or our neighbors.

I understand the importance of adhering to your rental policies and am willing to pay any standard pet fees associated with this request. Additionally, I am prepared to sign a pet agreement and amend my lease with any reasonable contingencies you deem necessary.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this request further. I would be happy to meet with you in person to address any questions or concerns you may have.

Thank you for considering my request. I look forward to your response.

Sincerely,  
[Your Full Name]  
[Your Contact Information]