

Pet Sale Announcement Letter

This package contains:

1. Instructions & Checklist for a Letter to Announce a Pet Sale
2. Pet Sale Announcement Letter

Instructions & Checklist for Pet Sale Announcement Letter

- This package contains (1) Instructions & Checklist for a Letter to Announce a Pet Sale; and (2) Pet Sale Announcement Letter;
- This form is designed to assist you in drafting a letter for when you wish to let an interested party know that you have a pet for sale.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

As you may be aware, I am the owner of a [Type of Animal] named [Name of Pet].

While my pet has been a welcome addition to our household, I have decided that it is time to find him a new home. I understand that you have a love of [Type of Animal]. If you are interested in purchasing [Name of Pet], I would be happy to arrange for you to meet [him/her]. I am sure that you will find [Name of Pet] to be healthy and a good example of [his/her] species.

My contact information is above. Please do not hesitate to contact me with any questions or concerns. Again, I believe that you and [Name of Pet] would be a perfect match.

I thank you for your time.

Sincerely,

[Your Name]