

Dear Sir/Madam,

As per the guidelines listed by the housing society, no one should be allowed without a valid photo id proof within the premises. I understand and respect the rules laid down by the society. However, I would also like to bring to your attention, that for the past few days I have been noticing regular unauthorized entry of street dogs within the premises. These dogs have no valid photo id proof and hence should be detained from entering the premises.

Kindly look into the matter at the earliest. And provide us with a resolution from getting rid of these street dogs.

Thanks and regards,

(Your name)

(your flat and wing number)

(Your contact number)