



PawsNTails
695 Clay St., Indianapolis, IN 46254
222 555 7777
info@pawstails.com

MEMORANDUM

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October 23, 2060

Subject: Store Policy Update - Pet Adoption Procedures

Dear Team,

I hope this memo finds you well. I would like to inform you about an important update to our pet adoption procedures, effective immediately.

As part of our commitment to the well-being of the animals in our care and to ensure responsible pet ownership, we have revised our pet adoption policies. These changes are aimed at improving the adoption process for both pets and pet owners.

Key Policy Updates:

- Adoption Application:** All potential pet adopters will now be required to complete an adoption application form. This form helps us better understand the suitability of the pet to the adopter's lifestyle and provides valuable information for our records.
- Home Visits:** To ensure the safety and welfare of our pets, we will conduct home visits for all potential adopters. A member of our team will schedule a visit to the adopter's home to ensure it is a safe and suitable environment for the pet.
- Adoption Fees:** Our adoption fees have been revised to cover the cost of vaccinations, spaying/neutering, and microchipping. These fees help support our ongoing efforts to care for and find loving homes for our animals.

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