

Dear [Neighbor's Name],

I hope this note finds you well! I'm reaching out because I need a bit of help while I'm away from home for a few days, and I immediately thought of you. I was wondering if you'd be able to look after [Pet's Name] for me during my absence from [start date] to [end date].

[Pet's Name] is pretty low-maintenance but does appreciate some company-and I know you have a gentle way with animals! Here are a few details about [his/her] care:

- **Feeding:** [He/She] eats twice a day, in the morning around [time] and again in the evening at [time]. The food is in [location]-just scoop about [amount] into the bowl.
- **Exercise:** [If dog:] [He/She] loves a short walk, maybe 15-20 minutes, once a day if you have time. The leash is hanging by the door.
- **Special Instructions:** [List any allergies, medications, or quirky habits, like hiding in certain spots, favorite toys, or other important notes.]

I'll leave my contact details, as well as the number for our vet in case of any emergencies, just to be safe. Please don't hesitate to text or call if you have any questions at all.

I really appreciate your help with this-it gives me peace of mind to know [Pet's Name] is in such good hands. To say thanks, I'd love to bring over some [treat/dessert/thank you gift] when I get back!

Thanks again for your kindness and support. Let me know if you're able to help out!

Warm regards,  
[Your Name]