

## **Dear Tenants,**

We hope this message finds you well. As a friendly reminder, we would like to reiterate the rules concerning the use of our shared facilities.

### **Shared Facility Rules:**

- Please clean up after using the facilities.
- Respect the posted hours of operation.
- Be mindful of noise levels, especially during early morning and late evening.
- Report any issues or maintenance needs to the management promptly.
- Only authorized guests are allowed to use the facilities.

We appreciate your cooperation in maintaining a pleasant environment for all residents. If you have any questions or concerns, please don't hesitate to reach out.

Thank you for your attention to these important guidelines.

**Best Regards,**

[Your Management Team]

[Contact Information]