

Notice of Scheduling Conflicts

Dear Tenants,

We hope this message finds you well. We would like to bring to your attention some scheduling conflicts that have arisen in regards to the use of shared facilities.

Due to the increasing number of requests for the following facilities:

- Community Room
- Gymnasium
- Laundry Room

We have noticed overlapping bookings that may affect your planned activities. To ensure fairness and accessibility for all tenants, we ask that you review the current booking schedule attached and adjust your reservations accordingly.

We encourage all tenants to communicate any scheduling needs well in advance, to help prevent future conflicts. Please feel free to reach out via email or contact the management office if you have any concerns or require assistance.

Thank you for your understanding and cooperation.

Sincerely,

Your Management Team