

Dear [Tenant's Name],

We are pleased to inform you about the reservation procedures for the common areas in our building. In order to ensure a smooth experience for all tenants, please adhere to the following guidelines:

Reservation Process:

1. **Check Availability:** Please refer to the common area schedule posted in the lobby or on our website.
2. **Submit Request:** Complete the reservation form [Attach Link/Document] and submit it to the management office at least 48 hours in advance.
3. **Receive Confirmation:** You will receive an email or a notification confirming your reservation within 24 hours.

Usage Guidelines:

- Limit usage to the reserved time slot only.
- Clean up after your activity to maintain the space for others.
- No loud noises or disruptive behavior during reserved times.

If you have any questions or require assistance, please feel free to contact the management office at [Contact Information]. Thank you for your cooperation!

Sincerely,
[Your Name]
[Your Position]
[Building/Management Company Name]