

Letter of Usage Rights for Tenant Common Facilities

Date: _____

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We are pleased to inform you of your rights to utilize the common facilities available within the property located at [Property Address]. This letter serves as a formal acknowledgment of your usage rights.

Common Facilities

- Swimming Pool
- Gymnasium
- Lounge Area
- Parking Space
- Playground

Usage Terms

As a tenant, you are entitled to use these facilities under the following conditions:

1. Respect the designated hours of operation.
2. Maintain cleanliness after usage.
3. Report any damages or issues immediately.
4. Follow all posted rules and regulations.

Failure to adhere to these terms may result in revocation of your usage rights.

If you have any questions or need further clarification, please feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]