

Tenant Occupancy Policy Reminder

Dear [Tenant's Name],

We hope this message finds you well. This is a friendly reminder regarding the occupancy policy outlined in your lease agreement.

As a reminder, the following rules must be adhered to:

- Only individuals listed on the lease agreement are permitted to reside in the unit.
- Any guests staying longer than [specific number] days must be reported to management.
- Subletting the property without written consent is prohibited.

Your compliance with these policies ensures a comfortable living environment for all residents. If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]