

Tenant Facility Access Timetable

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are pleased to provide you with the access timetable for the facilities for the upcoming month. Please find the details below:

Facility	Access Days	Access Hours
Gym	Monday - Friday	6:00 AM - 10:00 PM
Swimming Pool	Saturday - Sunday	8:00 AM - 8:00 PM
Community Hall	Available on Request	9:00 AM - 11:00 PM

If you have any questions or require additional information, please feel free to contact us.

Thank you,

[Your Name]

[Your Title]

[Your Contact Information]