

# Tenant Lobby Decor Compliance Details

Date: [Insert Date]

To: [Tenant Name]

Address: [Tenant Address]

Dear [Tenant Name],

We are pleased to provide you with the compliance details regarding your lobby decor. As part of our ongoing efforts to maintain a cohesive aesthetic within the building, please review the following guidelines:

## Compliance Guidelines

- All decor must adhere to the building's color palette: [Insert Colors]
- Decor items should not exceed [Insert Dimensions] in height/width.
- Lighting fixtures are permitted, provided they comply with safety regulations.
- No items should obstruct walkways or emergency exits.
- All materials must be flame-retardant.

Please submit your proposed decor items for approval by [Insert Submission Deadline]. We appreciate your cooperation in maintaining a welcoming environment for all tenants.

Thank you,

[Your Name]

[Your Position]

[Building Management Company Name]

[Contact Information]