

# Tenant Lobby Design Regulations

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this letter finds you well. As part of our ongoing efforts to enhance the aesthetic and functional quality of our building's lobby, we would like to inform you of the design regulations pertaining to any alterations or decorations within the lobby area.

## Lobby Design Regulations:

- All design elements must adhere to the building's established color palette.
- Only approved materials may be used for any construction or decoration.
- Installation of personal items should not obstruct pathways or emergency exits.
- Any proposed changes must be submitted in writing for review and approval.

This regulatory framework is designed to maintain a cohesive environment in the lobby while ensuring safety and security for all tenants. We appreciate your cooperation and understanding in this matter.

If you have any questions or need further clarification regarding these regulations, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Building Management Company]

[Contact Information]