

Dear [Tenant's Name],

We hope this message finds you well. This letter is to inform you about the updated guidelines regarding guest access to your unit.

New Access Guidelines:

- Guests must be registered at the front desk upon arrival.
- Each tenant is allowed up to [number] guests at any given time.
- Guests may not stay more than [number] consecutive nights.

Please ensure that your guests comply with these guidelines to maintain a comfortable living environment for all residents.

If you have any questions or need further assistance, feel free to reach out to the management office.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Property Name]
[Contact Information]