

Guest Registration Update

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

From: [Tenant's Name]

Property Address: [Insert Property Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to inform you about an update regarding my guest registration as per the rental agreement.

Guest Details:

- Name: [Guest's Name]
- Relationship: [Relationship to Tenant]
- Duration of Stay: [Start Date] to [End Date]
- Contact Information: [Guest's Phone Number/Email]

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Tenant's Signature]

[Tenant's Name]

[Tenant's Contact Information]