

Rooftop Use Permissions and Restrictions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you about the guidelines regarding the use of the rooftop area located at [Property Address]. We kindly ask all residents and guests to adhere to the following restrictions and permissions to ensure safety and enjoyment for everyone:

Permissions:

- Access to the rooftop is allowed from [Start Time] to [End Time].
- Residents are permitted to use the rooftop for small gatherings of up to [Number] people.
- Barbecuing or grilling is allowed in designated areas only.
- Use of lounge chairs and tables is permitted--please return them to their original location after use.

Restrictions:

- Alcohol consumption is not permitted on the rooftop.
- Noise levels must be kept to a minimum to respect other residents.
- Pets are not allowed on the rooftop.
- All trash must be removed and disposed of properly in the designated bins.

Failure to comply with these guidelines may result in revocation of rooftop privileges. We appreciate your cooperation in maintaining a safe and enjoyable environment.

If you have any questions or require further information, please do not hesitate to contact [Contact Name] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]