

Tenant Access Confirmation

Dear [Tenant's Name],

We are pleased to confirm your access to the shared workspace located at [Address]. Your access will commence on [Start Date] and is valid until [End Date].

Please note the following details regarding your access:

- Access Hours: [Access Hours]
- Access Code/Key: [Access Code/Key]
- Workspace Number: [Workspace Number]

If you have any questions or require further assistance, feel free to reach out to us at [Contact Information].

Thank you for choosing our workspace.

Sincerely,

[Your Name]
[Your Position]
[Your Company]