

Notification of Shared Workspace Availability

Dear [Tenant's Name],

We hope this message finds you well. We are pleased to inform you that the shared workspace in our building is now available for use. This space provides a collaborative environment designed to foster productivity and creativity among our tenants.

Details of the shared workspace:

- **Location:** [Workspace Location]
- **Hours of Operation:** [Hours]
- **Facilities Available:** [List of Facilities]

To ensure a smooth experience for all tenants, we kindly ask that you reserve your time slot in advance. Reservations can be made through [Reservation Link/Contact Information].

If you have any questions or need further assistance, please do not hesitate to reach out to us.

Thank you, and we look forward to seeing you in the workspace!

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]