

Policy Update Notification

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of an important update to our shared workspace policy, effective [Date]. This update aims to enhance the experience for all tenants and ensure a productive environment.

Key Changes:

- **Use of Common Areas:** Common areas must be kept clean and tidy at all times.
- **Visitor Policy:** Each tenant may host up to [Number] visitors at a time, with prior notice to management.
- **Noise Levels:** Please be mindful of noise levels, keeping distractions to a minimum.
- **Reservation System:** Meeting rooms should be reserved in advance using the online system.

We believe these updates will foster a more collaborative and enjoyable workspace. If you have any questions or concerns regarding these changes, please feel free to reach out to us at [Contact Information].

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Title]

[Company Name]