

Holiday Decoration Etiquette Reminder

Dear [Recipient's Name],

As the holiday season approaches, we would like to take a moment to remind everyone of our decoration etiquette guidelines to ensure a joyful and respectful environment for all.

Guidelines:

- **Respect Shared Spaces:** Please keep decorations within your designated area.
- **Consider All Preferences:** Be mindful of diverse backgrounds and beliefs. Aim for inclusivity.
- **Maintain Cleanliness:** Ensure that decorations are tidy and do not create hazards.
- **Time Limit:** Decorations should be put up no earlier than [date] and taken down by [date].

We appreciate your cooperation in making this holiday season enjoyable for everyone!

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]