

Holiday Decoration Guidelines Reminder

Dear [Recipient's Name],

As the holiday season approaches, we would like to remind everyone of the guidelines for decorating our shared spaces. Please ensure that your decorations comply with the following:

- All decorations must be fire-resistant.
- Avoid using live trees or any real plants that may drop leaves or pose allergies.
- Limited use of electric lights; please ensure they are turned off when not in use.
- Make sure decorations do not obstruct walkways or exits.
- Dispose of all decorations responsibly after the holiday season.

Thank you for your cooperation in making our environment festive while ensuring safety. We look forward to seeing everyone's holiday spirit shine!

Best wishes,

[Your Name]

[Your Position]

[Your Organization]