

# Seasonal Decor Policy Highlights

Dear [Recipient's Name],

As we approach the [specific season/holiday], we want to remind you of our seasonal decor policy. Please find the key highlights below:

- **Approval Process:** All decorations must be submitted for approval at least [number of days] days prior to installation.
- **Safety Guidelines:** Decorations should not obstruct pathways or emergency exits.
- **Theme Consistency:** All decor should align with the overall theme of the [season/holiday].
- **Removal Timeline:** All decorations must be removed by [date] to ensure timely transitions between seasons.
- **Environmental Considerations:** Please use recyclable materials whenever possible.

For more details, please refer to the full policy document or contact us at [contact information].

Thank you for your cooperation in creating a festive and compliant environment!

Best Regards,

[Your Name]

[Your Position]

[Your Organization]