

Dear [Tenant's Name],

We hope this message finds you well. We are writing to clarify the redecoration policies for your apartment located at [Apartment Address].

As a reminder, our policy allows tenants to make decorative changes to their living spaces, provided the following guidelines are adhered to:

- All paint colors must be approved by management prior to application.
- Permanent fixtures and alterations (such as built-in shelves) require written permission.
- Any changes made must be restored to the original state upon move-out, unless otherwise agreed upon.

If you have any questions or would like to request approval for specific changes, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]