

# Unit Makeover Policy Overview

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Overview of Unit Makeover Policy

Dear [Recipient Name],

I hope this message finds you well. I would like to provide you with an overview of our newly implemented Unit Makeover Policy aimed at enhancing the overall living experience within our community.

## Purpose of the Policy

The primary goal of the Unit Makeover Policy is to:

- Refresh and modernize living spaces.
- Improve the aesthetic appeal and functionality of units.
- Enhance resident satisfaction and retention.

## Policy Guidelines

Under the new policy, the following guidelines will be followed:

1. Units eligible for makeovers will be determined based on condition and resident feedback.
2. Makeover projects will be scheduled during agreed-upon times to minimize disruption.
3. Residents will be involved in the decision-making process regarding design choices.

## Implementation Timeline

The rollout of the Unit Makeover Policy will take place as follows:

- Phase 1: [Insert Dates]
- Phase 2: [Insert Dates]
- Phase 3: [Insert Dates]

We believe that this initiative will greatly benefit our community and we are excited to see the positive changes it will bring. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]