

Tenant Guest Policy for Overnight Stays

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Apartment/Unit Number: [Insert Apartment/Unit Number]

Dear [Tenant Name],

This letter serves as a formal reminder of our guest policy regarding overnight stays in your apartment. We appreciate your cooperation in ensuring a comfortable living environment for all residents. Below are the guidelines to follow for any overnight guests:

Guest Policy Details:

- Guests may stay overnight for a maximum of [insert number] consecutive nights.
- Overnight guests must be registered with the management [insert notice period, e.g., "at least 48 hours in advance"].
- Guests are allowed to stay a total of [insert number] nights per month.
- All guests must adhere to the community rules and regulations during their stay.
- Any permanent residents (staying more than [insert number] days) must be approved by management.

If you have any questions or need to register an overnight guest, please do not hesitate to contact the management office.

Thank you for your attention and cooperation!

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]