

Tenant Guest Policy for Special Events

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. As we approach the upcoming special events, we would like to remind you of our Guest Policy to ensure a safe and enjoyable experience for everyone.

Guest Policy Guidelines:

1. All guests must be registered with the property management prior to the event date.
2. Guests are limited to [insert number] per tenant during special events.
3. Underage guests must be accompanied by an adult tenant at all times.
4. Noise levels must be kept to a minimum to respect other residents.
5. Parking regulations must be followed, and visitors should park in designated areas only.

Kindly complete the attached Guest Registration Form and return it to the management office by [Insert Deadline Date]. Failure to adhere to these guidelines may result in restrictions on guest access.

Thank you for your cooperation. If you have any questions, please do not hesitate to reach out.

Sincerely,
[Your Name]
[Your Title]
[Property Management Company Name]
[Contact Information]