

# Welcome to [Property Name]

Dear Guest,

We are delighted to welcome you to our property. To ensure a pleasant experience for all our guests, please take a moment to review our occupancy policies:

## Occupancy Policy

- Maximum occupancy per room is [X] guests.
- Additional guests beyond the maximum occupancy will incur an extra charge of [amount] per night.
- Registered guests only are permitted on the property. Visitors must check in at the front desk.
- Children under [X] years of age stay free with an adult.

## Check-In and Check-Out

- Check-in time is [time].
- Check-out time is [time].
- Late check-out may incur additional fees. Please inquire at the front desk.

## Important Reminders

- Respect quiet hours from [time] to [time].
- No smoking in the rooms or common areas.
- Pets are not permitted unless prior arrangements have been made.

If you have any questions or need further assistance, please do not hesitate to contact the front desk.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Name]

[Contact Information]