

Letter of Clarification Regarding Visitor Policies

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Address]
[Insert City, State, ZIP Code]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves to clarify the visitor policies that govern our property.

Visitor Policy Overview

To ensure the safety and comfort of all residents, the following visitor guidelines are in place:

- All visitors must register at the front desk upon arrival.
- Visitors are allowed to stay from [Insert Time] to [Insert Time].
- Residents are permitted a maximum of [Insert Number] guests at a time.
- Overnight visitors must be approved in advance by property management.

We appreciate your understanding and cooperation in adhering to these policies. If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Property Name]
[Contact Information]