

# Sanitation Reminder

Dear [Tenant's Name],

We hope this message finds you well. As part of our commitment to maintaining a clean and safe shared living environment, we would like to remind all tenants of the following sanitation guidelines:

- Please dispose of garbage in designated bins.
- Ensure that shared spaces are cleaned after use, including the kitchen and common areas.
- Practice good hygiene by washing your hands regularly and using disinfectants where necessary.
- Report any maintenance issues to ensure timely resolutions.

Thank you for your cooperation in keeping our shared space clean and comfortable for everyone.

Best regards,

[Your Name]

[Your Position]

[Contact Information]