

Important Notice: Tenant Guest Policy

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. This notice serves to inform you about our updated Guest Policy, which will take effect on [Effective Date]. Please read the following guidelines carefully to ensure a pleasant living environment for all residents.

Guest Policy Highlights:

- Guests must be registered with the management office prior to their arrival.
- Maximum stay for guests is limited to [X days] within a [Y month] period.
- Tenants are responsible for the conduct of their guests during their stay.

We appreciate your cooperation and understanding in this matter. If you have any questions or require further clarification, please do not hesitate to reach out to the management office.

Thank you for your attention to this important notice.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]