

# Important Reminder: Tenant Guest Policy

Dear [Tenant's Name],

We hope this message finds you well. We would like to remind you of our important Guest Policy that is designed to ensure the comfort and safety of all residents.

## Guest Policy Overview

- All guests must be signed in at the main office.
- Guests may stay for a maximum of [number] days without prior notice.
- Any overnight guests must be approved in advance.
- Residents are responsible for the conduct of their guests.

Failure to comply with these rules may result in penalties or additional actions. We appreciate your cooperation in making our community a safe and friendly environment.

If you have any questions or need further clarification, please do not hesitate to contact our office.

Thank you for your attention to this matter!

Sincerely,  
[Your Name]  
[Your Position]  
[Property Management Company]