

# Notice to All Tenants

Date: [Insert Date]

Dear Tenants,

We hope this message finds you well. This notice serves to clarify the guest policy as outlined in your lease agreement.

## Guest Policy Guidelines

- Guests are permitted for a maximum of [number] consecutive days.
- Long-term guests (staying beyond [number] days) must be registered with management.
- Tenants are responsible for the conduct of their guests at all times.
- Excessive overnight guests may result in lease violations.

Please ensure you adhere to these guidelines for the comfort and safety of all residents.

If you have any questions or concerns, feel free to contact the management office.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Contact Information]