

# Reminder: Guest Policy for Residents

Dear [Resident's Name],

We hope this message finds you well. This is a friendly reminder regarding our community's guest policy to ensure a safe and enjoyable living environment for all residents.

As a reminder, all guests must be registered at the front desk upon arrival. Each resident is permitted to have guests for a maximum of [insert duration] days. Please ensure that your guests are aware of our community rules during their stay.

We appreciate your cooperation in adhering to these guidelines. If you have any questions or require further clarification, please do not hesitate to contact the management office.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Community Name]

[Contact Information]