

Notification of Unauthorized Guest Presence

Date: [Insert Date]

To: [Resident Name]

Address: [Resident Address]

Dear [Resident Name],

We are writing to inform you that an unauthorized guest was reported to be present at your residence on [insert date]. As per our community guidelines, all guests must be registered with the management office to ensure the safety and security of all residents.

Our records indicate that the individual identified as [Guest Name, if known] was not listed or authorized to be in your unit. It is imperative that all residents adhere to the guest policy to maintain a secure living environment.

Please address this matter promptly. We ask that you register any future guests and ensure that your visitors are aware of our community policies. Failure to comply may result in further action.

Should you have any questions or wish to discuss this matter further, please do not hesitate to contact our office at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Management Company Name]

[Contact Information]