

DATE: [Insert Date]

TO: [Resident Name]

ADDRESS: [Resident Address / Unit Number]

RE: NOTICE OF AMENITY RULE VIOLATION AND ACCESS SUSPENSION

Dear [Resident Name],

This letter serves as formal notification that a violation of the community rules and regulations regarding the use of [Name of Amenity, e.g., Swimming Pool/Gym/Clubhouse] was recorded on [Date of Incident] at approximately [Time].

Description of Violation:

[Provide a brief description of the specific rule broken, e.g., unauthorized guests, after-hours usage, or property damage].

In accordance with the [Homeowners Association / Apartment Management] governing documents, your access privileges to [Name of Amenity or All Amenities] have been suspended as follows:

- **Suspension Start Date:** [Start Date]
- **Suspension End Date:** [End Date]

During this period, your key fob or access code will be deactivated for the specified area(s). Please be advised that any further violations may result in extended suspension periods, monetary fines, or further legal action as permitted by your agreement.

If you wish to appeal this decision or provide further information regarding this incident, you may contact the Management Office at [Phone Number] or [Email Address] by [Deadline Date].

We appreciate your cooperation in keeping our community amenities safe and enjoyable for all residents.

Sincerely,

[Your Name/Property Manager Name]

[Community Name]

[Management Company Name]