

[Company/Property Name]  
[Address]  
[Date]

To: All Tenants and Staff  
Subject: Business Center Usage and Access Guidelines

Dear Valued Users,

To ensure a productive and professional environment for everyone, please adhere to the following guidelines when using the Business Center:

- **Access:** The center is accessible from [Opening Time] to [Closing Time]. Please use your [Access Card/Key] for entry.
- **Equipment:** Computers, printers, and scanners are for business use only. Please limit sessions to [Number] minutes if others are waiting.
- **Noise Level:** Maintain a quiet working environment. Use headphones for audio and take phone calls outside the center.
- **Cleanliness:** Dispose of all trash and do not leave personal belongings unattended. The center is not responsible for lost items.
- **Food and Drink:** Only bottled water or lidded beverages are permitted. No food is allowed at the workstations.
- **Guests:** Guests must be accompanied by a registered tenant at all times.

Failure to follow these rules may result in a temporary or permanent suspension of access privileges.

If you encounter technical issues or notice depleted supplies (paper, toner), please contact [Contact Person/Department] at [Phone/Email].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Management Office Name]