

Date: [Insert Date]

To: [Guest Name / Resident Name]

Subject: Guest Amenity Pass and Visitation Guidelines

Dear [Name],

Welcome to [Property Name]. We are pleased to issue your Guest Amenity Pass, valid from [Start Date] to [End Date]. This pass allows you access to our community facilities, including the [List Amenities, e.g., pool, gym, clubhouse].

To ensure a pleasant experience for all residents and guests, please adhere to the following visitation guidelines:

- **Identification:** Please carry this pass and a valid photo ID at all times when using community amenities.
- **Supervision:** Guests must be accompanied by their host resident at [the pool/the gym/all times] unless otherwise authorized.
- **Hours of Operation:** Amenities are available from [Start Time] to [End Time]. Please respect quiet hours beginning at [Time].
- **Conduct:** All guests are expected to follow posted safety rules. Improper behavior or violation of community policies may result in the immediate revocation of guest privileges.
- **Capacity:** A maximum of [Number] guests are permitted per household at any given time.

If you have any questions regarding these policies or need assistance during your stay, please contact the Management Office at [Phone Number] or [Email Address].

We hope you enjoy your visit.

Sincerely,

[Your Name/Property Manager]

[Property Name]

[Contact Information]