

[Date]

[Resident Name]

[Unit Number/Address]

[City, State, Zip Code]

Welcome to [Property Name]!

Dear [Resident Name],

We are pleased to welcome you to our community. To ensure a comfortable and harmonious living environment for all residents, we would like to highlight a few of our community standards and guidelines.

Key Community Guidelines:

- **Noise Policy:** Quiet hours are observed from [Start Time] to [End Time] daily. Please be mindful of volume levels in common areas and within your unit.
- **Trash and Recycling:** All waste must be bagged and placed inside the designated [Dumpsters/Chutes]. Please do not leave trash in hallways or outside your door.
- **Parking:** Residents must park in assigned spaces only. Visitors should use the designated visitor parking area located at [Location].
- **Pet Policy:** Please ensure all pets are leashed in common areas and that you clean up after your pet immediately.
- **Common Areas:** Amenities such as the [Pool/Gym/Lounge] are available for your use between [Opening Time] and [Closing Time]. Please follow all posted safety rules.

A full copy of the Rules and Regulations is attached to your lease agreement for your reference. Maintaining these standards helps keep our community a beautiful and safe place to live.

If you have any questions or need to report a maintenance issue, please contact the management office at [Phone Number] or [Email Address].

Welcome home!

Sincerely,

[Your Name/Signature]

[Title]

[Property Management Company Name]