

Date: [Insert Date]

To: [Resident Name]

Address: [Resident Address/Unit Number]

Subject: Warning Letter Regarding Unauthorized Guests in the Clubhouse

Dear [Resident Name],

It has come to the attention of management that on [Insert Date], you were accompanied by [Number] guests in the community clubhouse.

According to the Community Rules and Regulations, specifically Section [Insert Section Number], residents are permitted a maximum of [Insert Number] guests at any given time. Furthermore, all guests must be accompanied by a resident at all times, and [mention any other specific rule, e.g., guests must be registered].

This letter serves as a formal warning regarding this violation of policy. The clubhouse is a shared amenity designed for the enjoyment of all residents, and these rules are in place to ensure safety, security, and fair access for everyone.

Please ensure that you and your guests adhere to all community policies moving forward. Future violations may result in the suspension of your clubhouse privileges or further administrative fines as outlined in your lease agreement.

If you have any questions regarding this matter or wish to discuss the community rules, please contact the management office at [Insert Phone Number].

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Homeowners Association]