

Date: [Insert Date]

Tenant Name(s): [Insert Tenant Names]

Address: [Insert Property Address]

Unit Number: [Insert Unit Number]

RE: NOTICE OF VIOLATION - UNAUTHORIZED GUEST IN RECREATION AREA

Dear [Insert Tenant Name],

This letter serves as a formal notice regarding a violation of your lease agreement and the community rules and regulations. It has been reported or observed that on [Insert Date] at approximately [Insert Time], an unauthorized guest was using the [Insert Recreation Area Name, e.g., Pool, Gym, Clubhouse] without being accompanied by a resident.

According to your lease agreement and the posted facility rules:

- Guests must be accompanied by a resident at all times when using common recreation areas.
- The number of guests allowed per unit is limited to [Insert Number].
- Residents are responsible for the actions and conduct of their guests.

Unauthorized use of community facilities creates safety concerns and limits the enjoyment of these amenities for other residents. Please ensure that all future guests are properly registered (if applicable) and accompanied by you while in the recreation areas.

Failure to comply with these rules in the future may result in further action, including but not limited to the suspension of your access to community amenities or further legal action as outlined in your lease.

If you believe this notice was sent in error, or if you have any questions, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]

[Contact Information]