

[Date]

[Resident Name]

[Resident Address]

[City, State, Zip Code]

Subject: Official Notice of Residential Swimming Pool Opening

Dear Resident,

We are pleased to announce that the swimming pool at [Name of Residential Complex/Community] is scheduled to officially open for the summer season on **[Opening Date]**.

The pool operating hours will be as follows:

- Monday - Friday: [Start Time] to [End Time]
- Saturday - Sunday: [Start Time] to [End Time]

To ensure a safe and enjoyable environment for everyone, please adhere to the following guidelines:

- Residents must have their [Access Card/Key] to enter the pool area.
- All guests must be accompanied by a resident at all times.
- No glass containers or alcohol are permitted within the pool gates.
- Children under the age of [Age] must be supervised by an adult.

A full list of pool rules and regulations is attached to this letter. Please review them carefully as failure to comply may result in a temporary loss of pool privileges.

If you have any questions or need to update your access credentials, please contact the management office at [Phone Number] or [Email Address].

We look forward to a wonderful summer season!

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]