

[Date]

[Homeowner/Resident Name]

[Address]

[City, State, Zip Code]

Subject: Notice of Swimming Pool Opening and Pass Registration

Dear Resident,

We are pleased to announce that the [Community Name] swimming pool will officially open for the [Year] summer season on **[Opening Date]**.

Pool Hours:

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

Pool Pass Registration:

To ensure the safety and privacy of our residents, updated pool passes are required for entry. You may register for your passes using the following method:

- **Online:** Visit [Website URL] to complete the digital form.
- **In-Person:** Visit the [Office/Clubhouse] on [Dates] between [Times].

Requirements for Registration:

- Proof of residency (utility bill or lease agreement).
- Valid photo ID.
- Completed registration form (attached).
- [Amount, if any] processing fee per pass.

Please review the attached Pool Rules and Regulations document. By registering for a pass, you agree to abide by all community safety guidelines.

If you have any questions, please contact the Management Office at [Phone Number] or [Email Address].

We look forward to seeing you at the pool!

Sincerely,

[Your Name/Property Manager]
[Community/Association Name]