

[Date]

[Resident Name]

[Unit Number]

[Community Name]

Subject: Important Update Regarding Your Housing and Community Services

Dear [Resident Name],

We are writing to provide you with an important update regarding the housing and facilities here at [Community Name]. As part of our ongoing commitment to providing an exceptional living experience, we have several announcements to share with you.

Upcoming Renovations and Improvements:

Starting on [Date], we will begin [Brief Description of Project, e.g., upgrades to the common lounge / landscaping enhancements]. These improvements are designed to enhance the comfort and aesthetic of our exclusive environment. Work is expected to be completed by [Date].

Policy and Service Changes:

Please be advised of the following adjustments to our community services:

- [Change 1, e.g., New dining room hours]
- [Change 2, e.g., Updated guest parking regulations]

Annual Fee Adjustment:

Effective [Date], there will be a modest adjustment to the monthly [Maintenance/Membership] fee. The new rate will be [Amount]. This ensures we can continue to maintain the high standard of security, concierge services, and amenities you enjoy.

We understand that changes to your living environment are significant. Our management team is available to discuss these updates with you personally. We will also be hosting a Q&A session in the [Location] on [Date] at [Time].

Thank you for being a valued member of the [Community Name] family.

Sincerely,

[Signature]

[Name of Community Manager]

[Community Name] Management