

Date: [Insert Date]

To: [Resident Name]

Address: [Resident Address/Unit Number]

Subject: NOTICE TO REMOVE EXPIRED HOLIDAY DECORATIONS

Dear Resident,

This is a friendly reminder regarding the holiday decorations currently displayed at your residence. According to the [Association/Community/Lease] guidelines, all holiday decorations must be removed within [Number] days following the conclusion of the holiday.

As of today, our records show that your [Description of Decorations, e.g., exterior lights/inflatables] remain visible. We kindly request that you take these decorations down by [Deadline Date].

Maintaining a uniform appearance helps keep our community looking its best for all residents. Failure to remove the decorations by the date mentioned above may result in [mention consequence, e.g., a formal violation notice or a fine].

If you have already scheduled the removal or have extenuating circumstances, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation and for helping us maintain our community standards.

Sincerely,

[Your Name/Property Manager Name]

[Organization/Association Name]