

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Change to Amenity Access Rules

Dear [Resident/Member Name],

This letter is to formally notify you of upcoming changes regarding the access and use of [Name of Amenity, e.g., Swimming Pool, Fitness Center, Clubhouse]. These changes were approved by [Management/The Board of Directors] on [Date of Approval] and will take effect on [Effective Date].

The primary changes are as follows:

- **New Access Hours:** [Detail new hours or state "No Change"]
- **Guest Policy:** [Detail changes to guest limits or fees]
- **Access Method:** [Detail changes to key fobs, codes, or mobile apps]
- **Usage Rules:** [Detail any new safety or booking requirements]

These updates are being implemented to ensure [Reason for change, e.g., resident safety, improved maintenance, or fair usage for all members].

Please find the full updated Rules and Regulations document attached to this notice. Failure to comply with these updated rules may result in temporary suspension of access privileges.

If you have any questions or require a new access device, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping our community amenities enjoyable for everyone.

Sincerely,

[Your Name/Signature]

[Title/Position]

[Property/Organization Name]