

Date: [Insert Date]

To: All Residents/Tenants

Property Address: [Insert Property Name/Address]

Subject: Notice of Subletting Policy Update

Dear Resident,

This letter serves as formal notice that the management has updated the policy regarding subletting and short-term rentals for your residence, effective [Insert Effective Date].

Key Changes Include:

- [Insert Change 1, e.g., Prior written consent is required for all sub-tenants]
- [Insert Change 2, e.g., Maximum duration for sublease agreements]
- [Insert Change 3, e.g., Prohibition of short-term rental platforms like Airbnb]
- [Insert Change 4, e.g., Application fees or background check requirements]

The purpose of these updates is to ensure the safety, security, and quiet enjoyment of all residents within the community. Please note that unauthorized subletting is considered a violation of your lease agreement and may result in legal action or lease termination.

A full copy of the updated policy is attached to this notice. We encourage you to review it thoroughly and keep it with your original lease documents.

If you have any questions regarding these changes, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Contact Information]