Date: [Insert Date]

To: All Residents / Tenants of [Insert Property Name/Address]

Subject: NOTICE REGARDING COMMON AREA CLEANLINESS

Dear Residents,

This letter serves as a formal reminder regarding the cleanliness and maintenance of the common areas within the property. Common areas include, but are not limited to, hallways, lobbies, stairwells, laundry rooms, and outdoor shared spaces.

Recently, it has been observed that [mention specific issue, e.g., personal items, trash, or debris] have been left in these shared spaces. To ensure a safe, sanitary, and pleasant living environment for everyone, we kindly request that you adhere to the following guidelines:

- Keep all personal belongings (shoes, bicycles, strollers, etc.) inside your private unit.
- Ensure all trash is properly bagged and placed inside the designated disposal bins.
- Clean up any accidental spills or messes immediately.
- Do not leave unwanted furniture or large items in common areas or near trash enclosures without prior authorization.

Please be advised that any personal items left in common areas after [Insert Date] may be removed and disposed of at the owner's expense. Maintaining the appearance of our building is a collective responsibility.

Thank you for your immediate cooperation and for helping keep our community clean.

Sincerely,

[Your Name/Signature]
[Property Management/Landlord Name]
[Contact Phone Number]
[Contact Email Address]