

Notice for Incoming Tenant Deliveries

Date: [Insert Date]

Dear [Tenant's Name],

We would like to inform you that any deliveries for your unit, [Unit Number], should be scheduled during the following hours:

- Monday to Friday: 9:00 AM - 5:00 PM
- Saturday: 10:00 AM - 2:00 PM
- Sunday: No deliveries allowed

Please ensure that you are available to accept your deliveries during these hours. If you need any assistance or have special delivery requests, do not hesitate to reach out to our management team.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Building/Property Management Name]

[Contact Information]