

Dear Tenants,

As the seasons change, we would like to inform you about our bicycle storage procedures for the upcoming winter months.

Storage Guidelines:

- Bicycles must be stored in the designated bicycle storage area located at [insert location].
- Please ensure that all bicycles are securely locked.
- Personal belongings must not be left on or around the bicycles.
- All bicycles must be labeled with your apartment number and contact information.
- Any bicycles not compliant with these guidelines will be removed and held for 30 days.

Important Dates:

The bicycle storage area will be open for transition until [insert date]. Please ensure your bicycle is moved before this date.

Contact Information:

If you have any questions or need assistance, please contact the management office at [insert contact information].

Thank you for your cooperation!

Best regards,

[Your Name]

[Your Title]

[Your Organization]