

Important Announcement

Dear Tenants,

We would like to inform you that a new front door lock will be installed on [Date] for enhanced security and safety. The installation is scheduled to take place from [Start Time] to [End Time].

Please ensure that you have your keys with you during this time and do not hesitate to reach out if you have any concerns.

Thank you for your cooperation,

Sincerely,
[Your Name]
[Your Position/Title]
[Contact Information]