

Notice of Scheduled Lock Change

Dear [Tenant's Name],

We hope this message finds you well. This letter is to inform you that we will be changing the locks on your unit at [Property Address] on [Date] at [Time]. This is a routine procedure to ensure the security of all our tenants.

Please ensure that you are available at that time to provide access to the property. If you are unable to be present, please let us know in advance so we can make alternative arrangements.

We appreciate your cooperation and understanding. If you have any questions or concerns, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]

[Contact Information]