

Tenant Memo

Date: [Insert Date]

To: Residents of [Building/Complex Name]

From: [Your Name/Management Office]

Subject: Door Lock Maintenance Notification

Dear Residents,

We would like to inform you that maintenance of the door locks in your units will take place on [Insert Date] between [Insert Time] and [Insert Time]. This maintenance is necessary to ensure the security and functionality of all door locks.

Please ensure that you are available during this time or make arrangements for access to your unit. If you have any questions or concerns, feel free to contact the management office at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Building/Complex Name]