

Notice to Tenants

Date: [Insert Date]

Dear Tenants,

We hope this notice finds you well. We are writing to inform you about an important enhancement to the security of your apartment door locks.

In our ongoing efforts to ensure the safety and security of all residents, we will be upgrading the door locks in your unit to a more secure model. This upgrade will take place on [Insert Date].

Please ensure that you are available for a brief period on that day to allow access to your unit. Our maintenance team will be handling the installation, and it should not take more than [Insert Time Estimate].

If you have any questions or concerns regarding this enhancement, please do not hesitate to reach out to the management office at [Insert Contact Information].

Thank you for your cooperation and understanding as we work to improve safety for all residents.

Sincerely,

[Your Name]

[Your Title]

[Property Management Name]