

Notice of Front Door Lock Replacement

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We would like to inform you that we will be replacing the front door lock of your apartment on [Insert Date of Replacement]. This measure is being taken to ensure the security and safety of all tenants.

The replacement process is expected to take approximately [Insert Duration]. During this time, access to your apartment may be temporarily limited.

Please ensure that you have all necessary items and plan accordingly for this brief disruption. If you have any questions or concerns, feel free to reach out to us at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]