

Reminder: Upcoming Lock Change

Dear [Tenant's Name],

This is a friendly reminder that we will be changing the locks at [Property Address] on [Date] at [Time].

Please ensure that you have all your belongings and are prepared for the lock change on that day. You will receive a new set of keys once the change is complete.

If you have any questions or concerns, feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position/Title]
[Your Company Name]