

Tenant Lockbox Configuration Update

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding the lockbox configuration for your rental unit located at [Property Address].

As part of our ongoing efforts to enhance security and improve access management, we will be updating the lockbox configuration on [Date of Update]. The new lockbox will feature enhanced security protocols to ensure better protection for your keys and access information.

Please take note of the following details regarding the configuration update:

- **New Lockbox Code:** [New Code]
- **Effective Date:** [Effective Date]
- **Instructions for Use:** [Instructions]

We kindly ask that you update your records accordingly and ensure that you have access to the new lockbox code after the update has been completed. Should you have any questions or concerns regarding this update, please feel free to reach out to us at [Contact Information].

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]