

Dear [Tenant's Name]

We hope this message finds you well. We are writing to inform you about the upcoming installation of a lockbox at your residence located at [Property Address].

The purpose of the lockbox is to provide secure access for maintenance personnel and authorized visitors. This will enhance both the security and convenience of our property management services.

Installation Details:

- **Date:** [Installation Date]
- **Time:** [Installation Time]

Please ensure that the area around your front door is clear of any obstructions to facilitate the installation process. Our team will take all necessary precautions to minimize any disruption.

Thank you for your cooperation. If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Best regards,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]