

Important Notice: Lockbox Installation

Dear [Tenant's Name],

We hope this message finds you well. We would like to inform you that we will be installing a lockbox for your unit located at [Property Address]. This installation is part of our efforts to streamline maintenance access and enhance security.

The installation will take place on [Date] at [Time]. We anticipate that the process will take approximately [Duration]. Our team will ensure minimal disruption to your daily activities.

If you have any questions or concerns regarding this installation, please feel free to contact us at [Contact Information]. Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]