

# Tenant Lockbox Installation Plan

Date: [Insert Date]

Dear [Tenant's Name],

We are pleased to inform you that we will be installing a lockbox for your unit located at [Property Address]. This installation is scheduled to take place on [Insert Installation Date]. The lockbox will enhance security and provide easier access for maintenance and services.

## Installation Details:

- **Installation Date:** [Insert Installation Date]
- **Time:** [Insert Start and End Time]
- **Location:** [Property Address]

## Instructions for Tenants:

1. Please ensure that the area around the entrance is clear.
2. If you have any special instructions, kindly inform us before the installation date.
3. Contact us at [Your Contact Information] if you have any questions or concerns.

Thank you for your cooperation. We appreciate your understanding as we work to improve the security of our property.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]