

# Reminder: Tenant Lockbox Installation

Dear [Tenant's Name],

This is a friendly reminder that your lockbox installation is scheduled for [Date] at [Time]. Please ensure that access to the property is available at this time.

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

Thank you for your cooperation!

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