

Tenant Lockbox Setup Notification

Date: [Insert Date]

Dear [Tenant's Name],

We are pleased to inform you that the lockbox setup for your apartment at [Apartment Address] has been successfully completed. This service is designed to facilitate convenient access to your unit while providing a secure solution for key management.

Please find the details below:

- **Lockbox Location:** [Insert Location]
- **Access Code:** [Insert Access Code]
- **Effective Date:** [Insert Effective Date]

We kindly ask you to ensure that the lockbox is used appropriately and to safeguard the access code to maintain security.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]