

# Tenant Lobby Enhancement Protocols

Date: [Insert Date]

Dear Residents,

We are excited to inform you about the upcoming enhancement protocols for our building lobby aimed at improving your experience and safety. Below are the key initiatives we will be implementing:

1. **Enhanced Cleaning:** Daily sanitation measures will be increased to ensure a clean and safe environment.
2. **Social Distancing Measures:** Designated areas will be marked to promote social distancing among residents and visitors.
3. **Seating Arrangements:** Lobby seating will be reconfigured to allow for appropriate spacing.
4. **Delivery Procedure:** A dedicated area for package deliveries will be established to minimize congestion.
5. **Communication Board:** An information board will be installed to keep you updated on events and notices.

Your cooperation is appreciated as we work to create a more enjoyable and secure lobby experience for everyone.

Thank you for your attention and support.

Sincerely,  
[Your Name]  
[Your Position]  
[Property Management Company]