

Key Handover Letter

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are pleased to inform you that your tenancy at [Property Address] is set to commence on [Start Date]. As part of the key handover process, we would like to schedule a meeting for you to collect the keys.

Please review the details below:

- **Date:** [Insert Date for Handover]
- **Time:** [Insert Time]
- **Location:** [Handover Location]

During this meeting, we will also conduct a walk-through of the property to ensure everything is in order and address any questions you may have.

Please confirm your availability for the scheduled time. We look forward to meeting you and handing over the keys.

Best Regards,

[Your Name]

[Your Title]

[Your Contact Information]

[Property Management Company Name]