

Bike Storage Room Reservation Instructions

Dear Residents,

We're pleased to offer a bike storage room for your convenience. Please follow the instructions below to reserve your space:

Step 1: Reservation Request

To request a reservation, please email reservations@example.com with the following information:

- Your Full Name
- Apt Number
- Desired Reservation Dates

Step 2: Confirmation

You will receive a confirmation email within 48 hours. Please ensure you check your spam folder if you do not see it in your inbox.

Step 3: Access Instructions

Upon confirmation, you will receive instructions on how to access the bike storage room, along with the combination code for the lock.

Important Notes

- Each reservation is for a maximum of 2 weeks.
- Please remove your bike promptly at the end of your reservation period.
- Ensure that the storage area is kept clean and tidy.

Thank you for your cooperation!

Sincerely,

Building Management