

Mailbox Swap Procedure Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about the upcoming mailbox swap procedure scheduled for [Insert Date]. This procedure is necessary to improve our mail delivery system.

Procedure Details:

1. All residents must clear their current mailbox of any contents by [Insert Deadline].
2. New mailboxes will be installed on [Insert Installation Date].
3. Residents can retrieve their new mailbox keys from the management office starting [Insert Date].

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]