

Mail Theft Notice

Date: [Insert Date]

To the Residents of [Homeowner's Association Name],

We regret to inform you that there has been a reported incident of mail theft in our community. Several residents have reported missing mail items, including packages and important documents.

We encourage all residents to take the following precautions:

- Secure your mailboxes with locks.
- Collect your mail daily, especially during the holiday season.
- Report any suspicious activity immediately to local authorities.

If you have any information regarding this incident, please contact [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Homeowner's Association Name]