

Key Return Instructions

Dear [Tenant's Name],

As your lease term comes to an end on [End Date], we would like to provide you with instructions for returning your keys.

Key Return Process

1. Please ensure all keys related to the property, including mailbox keys and garage remotes, are collected.
2. Return the keys by [Return Date] to avoid any additional charges.
3. Keys can be dropped off at our office located at [Office Address] during business hours:
 - o Monday - Friday: 9 AM - 5 PM
 - o Saturday: 10 AM - 2 PM
4. If you are unable to return the keys in person, please contact us at [Phone Number] or [Email Address] to arrange for an alternative method.

Thank you for your cooperation and for being a valued tenant.

Sincerely,

[Your Name]

[Your Title]

[Management Company Name]

[Contact Information]