

[Date]

To All Residents and Homeowners,
[Community Name]

NOTICE: Community Gate Code Change

Dear Resident,

Please be advised that the security gate access codes for [Community Name] will be updated to enhance the safety and privacy of our neighborhood.

Effective Date: [Date of Change]

New Resident Entry Code: [#Insert Code]

New Visitor/Service Code: [#Insert Code]

Access Instructions:

- To enter using the keypad, press [# or *] followed by the new 4-digit code.
- Existing remote clickers and RFID tags will [continue to work / need to be reset].
- Please do not share the resident entry code with non-residents or delivery drivers.

If you have any questions or experience issues with your access during this transition, please contact the Management Office at [Phone Number] or via email at [Email Address].

Thank you for your cooperation in keeping our community secure.

Sincerely,

[Name/Signature]

[Title, e.g., Property Manager or HOA Board President]

[Community Name]