

Dear [Tenant Name],

Welcome to [Property Name]. To ensure the safety and security of all tenants and guests, our facility is equipped with a commercial security gate system.

Access Details:

- **Your Access Code:** [Insert Code]
- **Gate Hours:** [Insert Hours, e.g., 24/7 or 6:00 AM - 10:00 PM]
- **Entry Instructions:** Enter your code followed by the [#] key at the keypad located at the entrance.

Security Guidelines:

- Do not share your access code with unauthorized individuals.
- Wait for the gate to open fully before driving through.
- Tailgating (following another vehicle through the gate without coding in) is strictly prohibited.
- Report any gate malfunctions or lost access fobs to Management immediately.

If you have any questions regarding the security system, please contact the Management Office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager]

[Company Name]

[Date]