

[Date]

[Resident Name]

[Unit Number]

[Property Name]

Welcome to the [Property Name] Security System

Dear Resident,

We are pleased to announce that the new condominium security and access control system is now active. This system is designed to enhance the safety and convenience of all residents within our community.

Your Access Credentials:

- **Physical Key Fob/Card ID:** [ID Number]
- **Mobile App Login:** [Username/Email]
- **Temporary PIN:** [PIN Code]

System Features:

- Controlled entry to main lobbies and parking structures.
- Smartphone integration for remote visitor access.
- 24/7 monitoring of common areas.
- Digital guest management system.

Getting Started:

1. Download the "[App Name]" from the App Store or Google Play.
2. Log in using the credentials provided above.
3. Change your temporary PIN immediately upon first use.
4. Review the attached Security Handbook for detailed instructions.

Please remember that security is a collective responsibility. Do not prop open exterior doors or share your access codes with unauthorized individuals.

If you have any questions or experience issues with your equipment, please contact the Management Office at [Phone Number] or [Email Address].

Sincerely,

[Name]

[Title/Board of Directors]

[Condominium Association Name]