

Date: [Insert Date]

To: [Tenant Name/Store Name]

Suite: [Insert Suite Number]

[Plaza Name]

Subject: Welcome & After-Hours Access Information

Dear [Tenant Name],

Welcome to [Plaza Name]. To ensure the security of your premises and the shopping center, please find your unique after-hours access details below.

These credentials allow entry to the service corridors and main plaza entrances outside of standard operating hours (Standard Hours: [Insert Hours]).

Access Credentials:

- **Personal Access Code:** [Insert Code]
- **Authorized Entry Points:** [e.g., North Service Door / Main Lobby]

Security Guidelines:

- Do not share your access code with unauthorized personnel.
- Ensure all doors are fully closed and latched behind you when entering or exiting.
- Report any lost keys or compromised codes to Management immediately.
- In case of a security emergency after hours, please contact: [Insert Phone Number].

If you have any questions regarding these procedures, please contact the Property Management office at [Insert Office Phone] or [Insert Email].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]