

Welcome to [Property Name/Address]

Dear [Guest Name],

We are pleased to welcome you. For your convenience and security, please find your temporary access details below:

Your Unique Access Code: [Insert Code Here]

Valid From: [Start Date/Time]

Valid Until: [End Date/Time]

Entry Instructions

1. Locate the keypad on the [Front Door/Main Gate].
2. Enter the digits provided above.
3. Press the [# or Unlock] button to engage the mechanism.
4. The door will automatically lock after [Number] seconds.

Security Guidelines

- Do not share this code with anyone outside of your party.
- Ensure all doors and windows are closed and locked when leaving the premises.
- [Optional: Information regarding security cameras or alarms].
- In case of an emergency, please dial 911 or contact [Property Manager Name] at [Phone Number].

Enjoy your stay!

Best regards,

[Your Name/Company Name]

[Contact Information]