

Date: [Insert Date]

To: [Recipient Name/All Occupants]

Subject: Notice of Lock Replacement - Exterior and Interior

Dear [Recipient Name],

This letter serves as formal notification that all exterior and interior locks at the property located at [Property Address] will be changed.

Scheduled Date: [Insert Date]

Scheduled Time: [Insert Time]

The scope of work includes:

- Replacement of all exterior entry door locks and deadbolts.
- Replacement of all interior room and office locks.

New keys will be issued to authorized personnel only. You may collect your new keys at [Insert Location] on [Insert Date/Time]. Please be prepared to show valid identification.

If you have any questions or concerns regarding this security update, please contact [Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company/Property Management Name]