

[Date]

[Resident Name]

[Unit Number]

[Building Address]

Notice: Annual Community Bicycle Storage Audit

Dear Resident,

This letter is to notify you that [Property Management/Homeowners Association] will be conducting the annual audit of the community bicycle storage areas on [**Audit Date**].

The purpose of this audit is to identify abandoned equipment, clear space for active users, and ensure the safety and cleanliness of the storage facilities.

Action Required:

- Please ensure your bicycle is clearly labeled with your name and unit number.
- Place the enclosed [Color] tag on your bicycle's handlebars by [**Tagging Deadline Date**].
- If you no longer use the storage area, please remove your bicycle and locks prior to the audit date.

Important Note: Any bicycles that are not tagged, appear to be abandoned, or are in a state of disrepair (flat tires, rusted chains, missing parts) will be marked for removal. Unclaimed bicycles will be removed on [**Removal Date**] and donated to a local charity or disposed of.

If you have any questions or require a replacement tag, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping our community organized.

Sincerely,

[Your Name/Signature]

[Title/Property Management Name]