

Date: [Insert Date]

Subject: Notice of Bicycle Storage Space Reallocation

Dear Resident/Tenant,

This letter is to inform you that we will be reallocating the bicycle storage spaces located at [Insert Location/Building Name]. This initiative is being taken to [Insert Reason, e.g., optimize space, improve security, or clear abandoned property].

Reallocation Details:

- **Current Space Audit Date:** [Insert Date]
- **Deadline to Tag/Identify Bicycles:** [Insert Date]
- **New Space Assignment Date:** [Insert Date]

Action Required:

To ensure you maintain a storage spot, please complete the following steps by [Insert Deadline Date]:

1. Clearly label your bicycle with your name and unit number.
2. Complete the attached "Bicycle Registration Form."
3. Remove any locks or personal items from racks that have not been assigned to you.

Important Note: Any unidentified or abandoned bicycles remaining in the storage area after [Insert Date] will be removed and [Insert Action, e.g., donated to charity or disposed of] to make room for active users.

If you no longer require a bicycle storage space, please notify the management office so we can update our records.

Thank you for your cooperation in making our communal facilities more organized and accessible.

Sincerely,

[Your Name/Property Manager Name]
[Building Management Company]
[Contact Phone Number]
[Contact Email]