

Date: [Insert Date]

To: All Residents of [Insert Building/Complex Name]

Subject: NOTICE: Bicycle Registration and Storage Cleanup

Dear Resident,

To improve the organization and security of our common areas, Management will be conducting a mandatory bicycle registration and cleanup of the bicycle storage facilities on [Insert Date of Cleanup].

Action Required:

- **Registration:** All bicycles stored on the property must be registered with the management office. Please complete the attached form or visit the office by [Insert Deadline Date].
- **Identification:** Once registered, you will receive a [Tag/Sticker]. This must be clearly attached to your bicycle frame.
- **Unclaimed Bicycles:** Any bicycle that is not registered and tagged by [Insert Deadline Date] will be considered abandoned.

Cleanup Schedule:

On [Insert Date], management staff will remove all bicycles that do not display a valid registration tag. Removed bicycles will be held for [Number] days, after which they will be donated or disposed of.

If you have a bicycle in the storage area that you no longer use, please remove it voluntarily before the deadline to create space for your neighbors.

Thank you for your cooperation in keeping our community organized.

Sincerely,

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