

**Date:** [Insert Date]

**To:** [Recipient Name/Tenant Name]

**Address:** [Property Address/Unit Number]

**Subject: Notification of Property Access and Security Protocols**

Dear [Recipient Name],

This letter serves as formal notification regarding the access procedures and security protocols for the property located at [Insert Property Address]. To ensure the safety of all occupants and the protection of the premises, the following guidelines are now in effect:

**1. Scheduled Access:**

Except in cases of emergency, management or authorized contractors will provide a minimum of [Insert Number, e.g., 24 or 48] hours' notice prior to entering the premises for inspections, repairs, or maintenance.

**2. Entry Procedures:**

All authorized personnel will identify themselves before entering. Please ensure that all entry points, including [Insert Specific Gates/Doors], remain unobstructed during scheduled visits.

**3. Key and Code Security:**

[Insert protocol regarding keys, keycards, or digital codes. Example: Sharing of access codes with unauthorized individuals is strictly prohibited.]

**4. Security Systems:**

[Insert information regarding alarms, cameras, or gate systems. Example: Please ensure the alarm system is set to 'Away' mode when the property is vacant.]

**5. Emergency Access:**

In the event of an emergency (such as fire, flood, or immediate safety threat), management reserves the right to enter the property without prior notice. Occupants will be notified of such entry as soon as possible thereafter.

**6. Reporting Incidents:**

Please report any suspicious activity, lost keys, or security system malfunctions immediately to [Insert Contact Person/Department] at [Insert Phone Number/Email].

Compliance with these protocols is mandatory to maintain a secure environment for everyone. If you have any questions regarding these procedures, please contact us at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role]

[Company Name, if applicable]