

[Date]

[Resident Name]

[Full Address]

[City, State, Zip Code]

Subject: Welcome to Your New Residence and Safety Protection Review

Dear [Resident Name],

Welcome to your new home! We are pleased to have you as part of our community and hope your move has been smooth.

Your safety and security are our top priorities. As part of our move-in protocol, we have scheduled a brief "Protection Review" of your residence. This walkthrough is designed to ensure all safety features are functioning correctly and to familiarize you with the security measures in place.

Review Details:

- **Date:** [Date of Review]
- **Time:** [Time of Review]
- **Inspector:** [Name/Department]

During this review, we will verify the following:

- Testing of smoke and carbon monoxide detectors.
- Inspection of door locks, deadbolts, and window latches.
- Verification of alarm system codes (if applicable).
- Review of emergency exit routes and fire extinguisher locations.
- Distribution of any necessary security keys or access fobs.

If the scheduled time does not work for you, please contact us at [Phone Number] or [Email Address] to reschedule. We look forward to meeting you and ensuring your new home is secure.

Sincerely,

[Your Name]

[Title/Management Company]

[Contact Information]