

«today»

«head\_of\_household»

«address\_line1»

«address\_line2»

«address\_line3»

«city», «state» «zip»

Dear «head\_of\_household»:

Re: Lease violation

As a result of several tenants locking themselves out of their apartments recently, we are sending you this note as a reminder of our lock-out policy. Although we will make every attempt to provide prompt lock-out service to our tenants, we do not guarantee that somebody will be available at or near your property to accomplish this.

For this reason, we suggest that you place a spare key to your apartment with a friend or family member at or near the property so that you can get into your apartment if a «mgmt\_company» representative is not available. Also, please be aware that tenants who repeatedly lock themselves out of their apartment and contact «mgmt\_company» to be let in can be charged for the service. If you are locked out and «mgmt\_company» cannot provide someone to go to the property, it is the tenant's responsibility at their expense to call a locksmith.

Sincerely,

«rental\_agent»