**1. Letter to Residents**

**Subject:** Important Notice: Key Fob Replacement Required

Dear Residents,

As part of our recent security upgrades at Cambridge Creek, your current key fob is no longer compatible with the updated entry system. To ensure continued access to the building, we kindly ask you to exchange your old key fob for a new one.

Key fob replacements will be distributed at the building’s management office from **Monday, February 5, 2025, to Friday, February 9, 2025, between 9:00 AM and 5:00 PM**. Please bring your old key fob with you when picking up the replacement.

We apologize for any inconvenience this may cause and appreciate your cooperation in enhancing the building’s security. Should you have any questions, please get in touch with us at **(555) 123-4567** or **support@innovativeresidential.com**.

**Sincerely,**

Brady Bostic

Project Coordinator

Innovative Residential Solutions

**2. Memo to Ahsan Trevino (R&D Manager)**

**Subject**: Update Required for Sensor System Documentation

Dear Ahsan,

During a recent installation of the new sensor system, we encountered an issue where the updated sensors were incompatible with older key fobs. After further investigation, we found that the current documentation does not specify the need for updated fobs with the new sensors.

To avoid similar problems in future installations, I recommend revising the sensor system documentation to include clear instructions regarding the required key fob models. This will help ensure seamless upgrades and minimize inconvenience for residents and project teams.

Please let me know if you need further details about this issue.

Best regards,

Brady Bostic

Project Coordinator

Innovative Residential Solutions

**3. Memo to Project Managers**

**Subject**: Important Update: Key Fobs Required for New Sensor Installations

Dear Project Managers,

I’m writing to inform you about an important update regarding our new sensor system installations. Recent replacements at Cambridge Creek revealed that the updated sensors are incompatible with older key fobs, rendering them non-functional.

To prevent access issues, all future installations of the new sensors must include a corresponding upgrade to the key fob technology. Please ensure that residents are notified and new fobs are distributed promptly following sensor replacements.

Feel free to contact me if you have any questions or need assistance with this process.

Sincerely,

Brady Bostic

Project Coordinator

Innovative Residential Solutions