

Dear [Investor Name],

Welcome to [Agency Name]. We are pleased to formally welcome you and your portfolio to our short-term rental management program.

Our primary objective is to maximize the yield across your multiple properties while ensuring professional upkeep and high guest satisfaction. We have assigned a dedicated Account Manager to oversee your portfolio and serve as your primary point of contact.

**Next Steps for Onboarding:**

- **Property Inspection:** Our team will visit each unit on [Date] to confirm inventory and safety standards.
- **Listing Optimization:** We will begin refreshing professional photography and syncing calendars across all booking platforms.
- **Owner Portal Access:** You will receive a separate email with login credentials to track real-time performance and financial statements.

**Your Dedicated Contacts:**

Account Manager: [Name]

Email: [Email Address]

Phone: [Phone Number]

We look forward to a productive partnership and to helping you scale your investment goals.

Best regards,

[Your Name]

[Your Title]

[Agency Name]