

Date: [Insert Date]

To Whom It May Concern,

This letter serves as formal verification that **[Property Management Company Name]** has entered into a professional Property Management Agreement with **[Property Owner Name]** for the management of the short-term rental property located at:

Property Address:

[Street Address]

[City, State, Zip Code]

Agreement Details:

- **Effective Date:** [Start Date of Agreement]
- **Expiration Date:** [End Date or "Ongoing"]
- **Scope of Authority:** [Management Company Name] is authorized to act on behalf of the owner regarding guest bookings, maintenance, tax collection, and compliance with local short-term rental regulations.

Under this agreement, **[Property Management Company Name]** is the designated point of contact for all operational matters related to this rental property.

Should you require further documentation or have any questions regarding this management arrangement, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title/Position]

[Property Management Company Name]

Acknowledged by Property Owner:

[Signature of Owner]

[Printed Name of Owner]