

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Introduction to Property Maintenance Services

Dear [Tenant Name],

We are pleased to introduce [Company Name] as the new maintenance providers for your property, effective [Start Date]. Our goal is to ensure your living environment remains safe, functional, and well-maintained.

How to Request Repairs:

For all non-emergency maintenance requests, please use one of the following methods:

- **Online Portal:** [URL Link]
- **Email:** [Email Address]
- **Phone:** [Phone Number]

Emergency Maintenance:

In the event of an after-hours emergency (such as a burst pipe, total power loss, or gas leak), please contact our 24/7 emergency line at: **[Emergency Phone Number]**.

Scheduled Inspections:

To keep the property in top condition, we perform routine preventative maintenance checks. You will always be provided with at least [Number] hours of notice before a technician enters your home.

We look forward to providing you with excellent service. If you have any immediate questions, please do not hesitate to reach out.

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]