

Dear [Tenant Name],

Welcome to [Facility/Building Name]. We are pleased to have you as our newest tenant and look forward to supporting your business operations.

Below is some essential information regarding your tenancy:

- **Property Manager:** [Name]
- **Contact Email:** [Email Address]
- **Maintenance Requests:** [Link or Instructions]
- **Emergency Contact:** [Phone Number]

**Key Access and Security:**

Your keys and/or security badges are attached to this letter. Please ensure all staff are familiar with the building's security protocols provided in the tenant handbook.

**Rent Payments:**

Rent is due on the [Day] of each month. Payments should be made via [Payment Method].

**Move-In Procedures:**

If you require use of the freight elevator or loading dock for your move-in, please schedule a time with the building staff at least [Number] hours in advance.

We are committed to providing a high-quality professional environment. If you have any questions or require assistance, please do not hesitate to reach out to the management office.

Sincerely,

[Your Name/Property Management Team]  
[Company Name]