

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Re: Lease Commencement - [Property Name/Suite Number]

Dear [Tenant Name],

Welcome to [Property Name]. We are pleased to have you as a tenant and look forward to a successful relationship.

This letter confirms that your lease commenced on [Start Date] and is scheduled to expire on [End Date]. Please find the following information regarding your occupancy:

- **Premises:** [Suite Number/Square Footage]
- **Monthly Rent:** \$[Amount], due on the [Day] of each month.
- **Security Deposit:** \$[Amount] (Received).
- **Utilities:** [Instructions for setting up electricity/water/internet].
- **Property Management Contact:** [Name] at [Phone Number] or [Email].
- **Maintenance Requests:** [Instructions or portal link].

Enclosed are your keys and/or access cards. Please ensure that a copy of your Certificate of Insurance (COI) naming [Landlord Name] as additionally insured is on file prior to your move-in date.

If you have any questions, please do not hesitate to reach out to our management office.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Name]

[Company Name]