

[Date]

[Tenant Name]  
[Suite Number]  
[Company Name]

Dear [Tenant Representative Name],

Welcome to [Building Name]! We are pleased that you have chosen our facility for your business operations. Our management team is committed to providing a professional and productive environment for you and your employees.

To help you settle in, please find the following items enclosed/attached:

- Building Access Cards/Keys
- Tenant Directory Information Form
- Emergency Contact and Safety Procedures
- Building Rules and Regulations
- Maintenance Request Instructions

**Building Management Office:**

Hours: [Operating Hours]

Phone: [Phone Number]

Email: [Email Address]

For any maintenance issues or facility requests, please use our online portal at [URL] or contact the management office directly. For after-hours emergencies, please contact building security at [Security Phone Number].

We look forward to having you as a tenant and wish you great success in your new office space.

Sincerely,

[Your Name]  
[Your Title]  
[Property Management Company]