

[Date]

[Tenant Name]

[Tenant Business Name]

[Unit/Suite Number]

[Property Address]

Dear [Tenant Contact Person],

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

To assist with your transition, please find the following information regarding your occupancy:

- **Keys and Access:** [Number] sets of keys and [Number] access cards/fobs are enclosed.
- **Property Manager:** [Name] can be reached at [Phone Number] or [Email Address] for any questions.
- **Maintenance Requests:** Please submit all repair requests via [Online Portal Link/Phone Number].
- **Rent Payments:** Rent is due on the [Day] of each month. Payments should be made via [Payment Method/Portal].
- **Emergency Contact:** For after-hours building emergencies, please call [Emergency Phone Number].

Enclosed is a copy of the Tenant Handbook, which outlines building policies, fire safety procedures, and parking regulations.

Please ensure that a copy of your Certificate of Insurance (COI) is provided to our office before your first day of operations, as required by your lease agreement.

We wish you the best of luck with your business at this new location.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company/Landlord Name]