

[Date]

[Tenant Name]

[Tenant Address/Suite Number]

[City, State, Zip Code]

Dear [Tenant Contact Name],

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

This letter provides essential information regarding your tenancy and facility operations:

- **Property Management Office:** Located at [Office Location]. Hours of operation are [Hours].
- **Contact Information:** For inquiries or emergencies, please contact [Name/Department] at [Phone Number] or [Email Address].
- **Maintenance Requests:** Please submit all repair or maintenance requests via [Portal Link/Email/Phone].
- **Building Access:** Your keys/access cards are enclosed. Building hours are [Hours]. After-hours access requires [Instructions].
- **Rent Payments:** Monthly rent is due on the [Date] of each month. Payments can be made via [Payment Method/Portal].
- **Deliveries and Mail:** Mailboxes are located at [Location]. Large deliveries should be coordinated through [Department] to use the loading dock.
- **Emergency Procedures:** Please review the attached evacuation map and safety protocols for the facility.

We have also attached a copy of the Tenant Handbook for more detailed information regarding building rules and amenities.

If you have any questions as you settle into your new space, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company/Landlord Name]