

[Date]

[Tenant Name]
[Suite/Unit Number]
[Company Name]

Welcome to [Building Name]

Dear [Tenant Representative Name],

Welcome to your new workspace. We are pleased to have [Company Name] as part of our business community. Our goal is to provide a productive and professional environment for your team.

To help you settle in, please find the details for your orientation below:

Orientation Details

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Meeting Point/Lobby/Conference Room]

Key Information Included in Your Packet

- **Building Access:** Distribution of key cards and security protocols.
- **Facilities:** Information on parking, mailrooms, and common areas.
- **Maintenance:** How to submit work orders and repair requests.
- **Emergency Procedures:** Fire safety and evacuation routes.
- **Internet & Utilities:** Instructions for service activation.

Please ensure that your primary point of contact is present for this orientation. If you have any immediate questions before our meeting, you may contact the Management Office at [Phone Number] or [Email Address].

We look forward to working with you.

Sincerely,

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