

[Date]

[Tenant Contact Name]  
[Tenant Company Name]  
[Tenant Address Line 1]  
[Tenant Address Line 2]

**Subject: Welcome to [Building/Property Name]**

Dear [Tenant Contact Name],

On behalf of [Management Company/Property Owner Name], we would like to officially welcome [Tenant Company Name] to our professional community. We are pleased that you have chosen [Building Name] as your new corporate location.

To ensure a smooth transition, please find the following onboarding information and documents attached to this letter:

- **Tenant Handbook:** Includes building rules, regulations, and safety procedures.
- **Access Control:** Instructions for obtaining employee ID badges and key fobs.
- **Contact List:** Direct lines for property management, maintenance, and after-hours security.
- **Maintenance Requests:** Login credentials for our online tenant portal.
- **Move-in Checklist:** Final steps for utility connections and insurance certificate submission.

Should you have any immediate questions during your move-in process, please contact our Property Manager, [Name], at [Phone Number] or via email at [Email Address].

We look forward to a long and successful relationship. Welcome aboard!

Sincerely,

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