

Dear [Tenant Name],

Welcome to [Executive Suite Name/Building Name]. We are pleased to have you join our business community and look forward to supporting your professional growth.

Your executive suite is now ready for occupancy. Below is a summary of essential information to help you get started:

- **Suite Number:** [Suite Number]
- **Access Procedures:** [Keycard/Code instructions]
- **Wi-Fi Network:** [Network Name]
- **Wi-Fi Password:** [Password]
- **Mailbox Number:** [Number]

### **Building Amenities & Services:**

As a tenant, you have access to our shared facilities, including the [Conference Room Name], the executive lounge, and kitchen areas. To book a meeting room, please use the [Online Portal Link/Front Desk].

### **Reception & Administrative Support:**

Our front desk is staffed Monday through Friday from [Opening Time] to [Closing Time]. Our reception team can assist with guest arrivals, package handling, and [List Other Services].

### **Contact Information:**

For maintenance requests or general inquiries, please contact the Management Office at:

- **Phone:** [Phone Number]
- **Email:** [Email Address]

We are committed to providing you with a superior working environment. Should you need anything as you settle into your new office, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Building/Management Company Name]