

[Date]

[Tenant Name]
[Tenant Address]
[City, State, Zip]

RE: Welcome to [Facility Name] - [Unit Number/Suite]

Dear [Tenant Contact Name],

On behalf of [Property Management Company/Landlord Name], we would like to officially welcome you to [Facility Name]. We are pleased that you have chosen our facility for your industrial operations.

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

- **Key Access:** Your keys and access codes for the gate, warehouse doors, and office areas are enclosed.
- **Move-in Inspection:** Please complete and return the attached Property Condition Report by [Date] to document the current state of the unit.
- **Loading Docks & Parking:** Your designated loading bays are [Numbers] and assigned parking stalls are [Numbers]. Please ensure all trailers are parked within your designated zones.
- **Utilities:** Ensure that all accounts (Electricity, Water, Gas, Trash) have been transferred to your name as of [Lease Start Date].
- **Maintenance Requests:** For routine maintenance or repairs, please submit requests via [Portal URL] or contact [Name] at [Phone Number].
- **Emergency Contact:** In the event of an after-hours facility emergency, please call our 24/7 line at [Emergency Phone Number].

Please provide us with a copy of your Certificate of Insurance (COI) naming [Landlord Entity] as additionally insured before you begin moving equipment or inventory into the space.

We look forward to a successful relationship. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Title]
[Property Management Company/Owner Name]
[Email Address]
[Phone Number]