

[Date]

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

Dear [Tenant Contact Name],

Welcome to [Facility/Building Name]. We are pleased to have you as a tenant and look forward to supporting your business operations at our facility.

Our goal is to provide a safe, productive, and well-maintained environment for all our occupants. To help you settle in, we have included the following essential information:

- **Building Access:** Keys and security badges are attached/enclosed.
- **Operating Hours:** The facility is accessible [Hours/Days].
- **Maintenance Requests:** Please submit all service requests through [Online Portal Link/Phone Number].
- **Emergency Contacts:** In case of after-hours emergencies, contact [Security/Manager Name] at [Phone Number].

Attached to this letter, you will find a copy of the Tenant Handbook, which outlines building policies, fire safety procedures, and parking regulations.

If you have any questions during your move-in process, please do not hesitate to reach out to the management office at [Phone Number] or [Email Address].

We wish you great success in your new location.

Sincerely,

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