

[Date]

[Tenant Name]

[Unit Number]

[Property Name]

Subject: Introduction of New Property Management and Facility Overview

Dear Resident,

We are pleased to introduce [**Property Management Company Name**] as the new management team for [**Property Name**], effective [**Date**]. Our goal is to provide a safe, clean, and comfortable living environment for all residents.

Management Contact Information:

Office Hours: [Operating Hours]

Phone: [Phone Number]

Email: [Email Address]

Emergency After-Hours Line: [Phone Number]

Facility and Maintenance Requests:

For all routine maintenance requests, please use our online portal at [**Website URL**] or contact the office during business hours. For immediate emergencies (such as fire or major flooding), please call 911 or our emergency line listed above.

Rent Payments:

Starting [**Date**], all rent payments should be made via [Payment Method, e.g., Online Portal/Check]. Please update your records to reflect this change.

Facility Rules & Amenities:

We would like to remind all residents of the following facility guidelines:

- Trash Disposal: [Brief Instruction]
- Parking: [Brief Instruction]
- Common Areas: [Brief Instruction]

We look forward to serving you. Please do not hesitate to reach out if you have any questions during this transition.

Sincerely,

[Your Name]

[Title]

[Property Management Company Name]