

[Date]

[Tenant Name]

[Store Name]

[Suite/Unit Number]

Dear [Tenant Contact Person],

## Welcome to [Building Name]!

We are delighted to welcome [Store Name] as our newest retail tenant. We are confident that your presence will be a great addition to our building and the local community.

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

- **Property Management Office:** [Office Address/Location]
- **Contact Person:** [Manager Name]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email Address]
- **Maintenance Requests:** [Instructions or Link to Portal]

Attached to this letter, you will find the "Tenant Handbook," which includes details regarding building rules, security protocols, trash removal schedules, and delivery procedures.

Please ensure that all required insurance certificates are submitted to the management office before your official opening date. If you are planning any signage installation or interior modifications, please submit your plans for approval as outlined in your lease agreement.

We look forward to a long and successful partnership. If you have any questions as you set up your space, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Title]

[Property Management Company/Landlord Name]