

[Date]

[Tenant Representative Name]

[Tenant Company Name]

[Tenant Address]

RE: Welcome to [Property Name] - Move-In Coordination

Dear [Tenant Name],

On behalf of [Management Company/Ownership Name], we are pleased to officially welcome [Tenant Company Name] as our newest anchor tenant at [Property Name]. We are excited to have you join our business community and look forward to a long and successful partnership.

To ensure a smooth transition into your new space, please find the following move-in details and requirements:

- **Move-In Date:** [Date]
- **Loading Dock Access:** Reserved from [Time] to [Time].
- **Property Manager:** [Name] - [Phone/Email]
- **Facility Manager:** [Name] - [Phone/Email]

Please ensure that your Certificate of Insurance (COI) has been submitted and approved prior to the arrival of your moving crew. Additionally, any signage installation must be coordinated with [Contact Person] to ensure compliance with building specifications.

Enclosed/Attached is the Tenant Handbook, which includes building rules, emergency procedures, and instructions for using the work-order portal.

Welcome to the building. Please do not hesitate to reach out if you require any assistance during your move.

Sincerely,

[Your Name]

[Your Title]

[Property Management Name]