

Dear [Tenant Name],

Welcome to [Property Name]! We are thrilled to have [Boutique Store Name] join our retail community.

As you begin your move-in process, we want to ensure everything goes smoothly. Please find some essential information below:

- **Store Address:** [Full Unit Address]
- **Move-In Date:** [Date]
- **Loading Dock Access:** [Instructions/Location]
- **Point of Contact:** [Property Manager Name] at [Phone Number]

Please remember to submit your final Certificate of Insurance (COI) and your planned signage proofs for approval before installation.

Our team is here to support your success. We look forward to seeing your grand opening and wish you a prosperous start in your new space.

Best regards,

[Your Name]  
[Management Company Name]