

[Date]

[Vendor Business Name]
[Authorized Representative Name]
[Address/Unit Number]

Welcome to [Food Court Name]

Dear [Representative Name],

Welcome to the [Food Court Name] family! We are excited to have you join our culinary community. Our goal is to provide a diverse and vibrant dining experience, and we believe your business will be a fantastic addition to our lineup.

To ensure a smooth transition during your move-in process, please find the essential details below:

- **Official Move-In Date:** [Date]
- **Move-In Time:** [Time]
- **Assigned Unit:** [Unit Number/Location]
- **Loading Dock Access:** [Instructions on where to park/unload]

Required Documentation:

Please ensure that all health permits, business licenses, and proof of insurance are submitted to the management office before your first day of operation.

Keys and Access:

Security badges and unit keys can be collected from the [Management Office/Security Desk] on [Date] at [Time].

Operations Manual:

Attached to this letter is the Food Court Operations Handbook. This document outlines rules regarding waste management, shared seating areas, cleaning schedules, and emergency procedures.

If you have any questions regarding your utilities setup or equipment installation, please contact our Facilities Manager, [Manager Name], at [Phone Number/Email].

We look forward to a successful partnership and a great opening day!

Sincerely,

[Your Name]
[Your Title]
[Food Court Management Name]