

Dear [Tenant Name/Business Name],

Welcome to [Building/Property Name]!

We are thrilled to have your pop-up shop join us at [Specific Unit/Suite Number] from [Start Date] to [End Date]. We look forward to a successful partnership during your residency.

To help you get started with your move-in, please find the essential details below:

- **Move-In Date:** [Date]
- **Move-In Time:** [Time]
- **Loading Dock Access:** [Instructions/Location]
- **Key/Badge Collection:** [Location/Contact Person]

Property Rules & Guidelines:

- Standard Operating Hours: [Insert Hours]
- Trash Disposal Location: [Insert Location]
- Wi-Fi Network: [Network Name] / Password: [Password]
- Security Contact: [Phone Number]

Point of Contact:

If you have any questions or require maintenance assistance during your stay, please contact [Property Manager Name] at [Phone Number] or [Email Address].

We wish you a very productive and profitable pop-up event!

Best regards,

[Your Name/Property Management Team]
[Company Name]