

Date: [Date]

[Tenant Name]

[Business Name]

[Tenant Address/Unit Number]

Dear [Tenant Contact Name],

Welcome to [Shopping Center/Mall Name]

We are pleased to officially welcome [Business Name] to our retail community. We are excited to have your kiosk as part of our center and look forward to a successful partnership.

Your move-in date is scheduled for: **[Date]** at **[Time]**.

Please find the following essential information regarding your move-in and operations:

- **Kiosk Location:** Space #[Number/Location Description]
- **Operating Hours:** [Opening Time] to [Closing Time]
- **Loading Dock Access:** [Instructions for bringing in inventory/equipment]
- **Security/Keys:** [Details on how to collect keys or security badges]
- **Point of Contact:** [Property Manager Name] at [Phone Number/Email]

Before beginning operations, please ensure that all insurance certificates have been submitted and that your kiosk setup complies with the approved design guidelines provided in your lease agreement.

If you have any questions during your setup process, please do not hesitate to visit the Management Office.

We wish you great success with your new location!

Sincerely,

[Your Name]

[Your Title]

[Shopping Center Management Name]