

[Date]

[Tenant Representative Name]

[Store Name]

[Unit Number/Address]

Welcome to [Shopping Mall Name]

Dear [Tenant Name],

We are excited to officially welcome [Store Name] to [Shopping Mall Name]. We are pleased that you have chosen our center for your business and look forward to a successful partnership.

To assist with your transition, we have enclosed a Welcome Package which includes:

- The Tenant Handbook (Rules and Regulations)
- Emergency Contact Information forms
- Marketing and Promotion guidelines
- Waste Management and Delivery schedules
- Key/Access Badge request forms

Please ensure that all required insurance certificates and business permits are submitted to the Management Office before your grand opening date.

Our management team is here to support you. If you have any questions regarding operations, maintenance, or security, please contact us at [Phone Number] or [Email Address].

We wish you great success with your new location.

Sincerely,

[Your Name]

[Your Title]

[Shopping Mall Name] Management