

[Date]

[Tenant Name]

[Store Name]

[Suite Number]

[Plaza Name]

Dear [Tenant Name],

Welcome to [Plaza Name]! We are pleased to have you as part of our shopping community and look forward to a successful partnership.

To help you get started, please find the essential information below:

- **Management Office:** [Phone Number / Email Address]
- **Maintenance Requests:** [Instructions or Portal Link]
- **Security/Emergency:** [Phone Number]
- **Trash Removal:** [Pickup Schedule and Location]
- **Delivery Hours:** [Approved Times and Loading Dock Info]

Please ensure that we have received your current Certificate of Insurance (COI) and emergency contact list prior to your grand opening. All signage must be approved by management according to the plaza guidelines.

If you have any questions during your move-in process, please do not hesitate to reach out to the management office.

We wish you great success with your new location!

Sincerely,

[Your Name]

[Title]

[Property Management Company]