

Date: [Date]

To: [Tenant Name/Business Name]

Address: [Property Address]

Welcome to [Property Name/Building Address]

Dear [Contact Person Name],

We are pleased to welcome [Business Name] as a new tenant in our retail community. We are excited to have your business at this location and look forward to a successful relationship.

Below is a summary of important information regarding your move-in and the ongoing management of your retail space:

- **Property Manager:** [Name]
- **Contact Phone:** [Phone Number]
- **Contact Email:** [Email Address]
- **Emergency Maintenance:** [Phone Number]

Key Information:

- 1. Rent Payments:** Rent is due on the [Day] of each month. Payments should be made via [Payment Method/Online Portal].
- 2. Utilities:** Please ensure all utilities (Electricity, Water, Gas, Trash) have been transferred to your business name as of [Date].
- 3. Signage:** Any exterior signage must be approved by management and comply with local zoning regulations before installation.
- 4. Maintenance:** For routine repair requests, please submit a ticket through [Portal Name/Email]. For standalone building maintenance responsibilities (such as landscaping or HVAC), please refer to Section [Number] of your lease agreement.

Moving Procedures:

Please coordinate your move-in schedule with us to ensure there are no obstructions to local traffic or neighboring access points. Ensure all packing materials and crates are disposed of properly and not left on the sidewalk or in common alleyways.

We wish you the best of luck with your grand opening. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name/Company Name]
[Title]
[Phone Number]