

[Date]

[Tenant Name]

[Business Name]

[Suite Number]

[Property Name/Address]

Dear [Tenant Name/Business Manager],

Welcome to [Name of Strip Center]! We are pleased that you have chosen our center for your business location and look forward to a successful relationship.

To assist with your move-in, please find important information below:

- **Property Management:** For any maintenance requests or billing questions, please contact [Name] at [Phone Number] or [Email].
- **Rent Payments:** Rent is due on the [Day] of each month. Payments should be made via [Online Portal/Check Payable to Name].
- **Utilities:** Please ensure that electricity, water, and gas accounts have been transferred to your business name as of [Date].
- **Trash/Recycling:** Dumpsters are located at [Location]. Please ensure all cardboard boxes are flattened before disposal.
- **Signage:** All storefront signage must be approved by management and comply with the center's sign criteria.

Enclosed is a copy of the "Rules and Regulations" for the shopping center. Please review these with your staff to ensure a safe and professional environment for all tenants and customers.

We wish you great success with your grand opening. If there is anything we can do to assist you during your transition, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Management Company Name]