

[Date]

[Property Owner Name]

[Owner Address]

[City, State, Zip Code]

Re: Management Welcome for [Property Name/Address]

Dear [Owner Name],

Welcome to [Property Management Company Name]. We are pleased to formally begin our partnership as the management team for your commercial property located at [Property Address].

Our primary objective is to maximize the value of your asset while ensuring seamless daily operations. We have successfully completed the initial onboarding process and have integrated your property into our management systems.

Your dedicated Property Manager will be [Manager Name]. They will serve as your primary point of contact for all operational matters, tenant relations, and property performance updates. You can reach them directly at:

- **Phone:** [Manager Phone Number]
- **Email:** [Manager Email Address]

In the coming days, you will receive login credentials for our Owner Portal. This platform will provide you with 24/7 access to:

- Monthly financial statements and performance reports.
- Real-time maintenance tracking.
- Lease documentation and rent rolls.

We look forward to a productive relationship and to helping you achieve your investment goals. If you have any immediate questions or specific instructions regarding the transition, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]