

[Date]

[Owner Name]
[Owner Address]
[City, State, Zip Code]

Dear [Owner Name],

Welcome to [Company/Property Name]! We are pleased to officially welcome you as an exclusive owner. Our team is dedicated to ensuring that your investment is managed with the highest level of care and professionalism.

Your Orientation Overview

As part of your onboarding process, we have outlined the following essential steps and resources:

- **Owner Portal Access:** You can access your financial statements, tax documents, and property reports at [Website URL]. Your login credentials will be sent in a separate secure email.
- **Monthly Reporting:** Expect to receive your monthly owner statement and funds distribution by the [Day] of each month.
- **Communication Channels:** For any inquiries regarding your property, please contact your dedicated Property Manager, [Manager Name], at [Email Address] or [Phone Number].
- **Emergency Protocols:** In the event of an after-hours emergency, please use our 24/7 maintenance line at [Phone Number].

Next Steps

We would like to schedule a brief orientation call on [Date/Time] to walk you through our operational procedures and answer any specific questions you may have. Please let us know if this time works for you.

We value your trust and look forward to a successful and long-term partnership.

Sincerely,

[Your Name]
[Your Title]
[Company Name]