

[Date]

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

Dear [Client Name],

Welcome to [Property Management Company Name]. We are pleased to confirm that we have been formally appointed to manage your property located at [Property Address].

Our goal is to provide you with professional management services that maximize your investment return while ensuring your property is well-maintained and your tenants are satisfied. As part of our onboarding process, we have initiated the following steps:

- Review of existing lease agreements and tenant files.
- Initial property inspection and safety assessment.
- Setup of your owner portal for financial reporting and communication.
- Notification to tenants regarding the change in management and rent payment procedures.

Attached to this letter, you will find a copy of the executed Management Agreement and a list of contact persons within our office for various departments such as accounting, maintenance, and leasing.

Please ensure that you have provided us with all necessary banking information so that we may process your monthly disbursements via [Direct Deposit/Check].

We look forward to a successful partnership. If you have any questions or require immediate assistance, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Property Management Company Name]