

[Date]

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

Dear [Owner Name],

Welcome to [Property Management Company Name]. We are pleased to inform you that as of [Effective Date], we have been appointed as the management team for your property located at [Property Address].

Our goal is to provide you with professional management services that protect your investment and maximize your property's potential. Our services include:

- Rent collection and financial reporting
- Tenant screening and placement
- Property maintenance and emergency repairs
- Regular property inspections

Owner Portal Access:

You can access your financial statements, tax documents, and property updates through our secure online portal at: [Link to Portal]. Your login details will be sent in a separate email.

Direct Deposit:

To ensure timely payment of your monthly distributions, please complete the attached ACH authorization form and return it to [Email Address].

We look forward to a successful partnership. If you have any questions, please contact your dedicated Property Manager, [Manager Name], at [Phone Number] or [Email Address].

Sincerely,

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