

[Date]

[Owner Name]

[Owner Address]

[City, State, Zip Code]

Dear [Owner Name],

Welcome to [Company Name]! We are excited to partner with you for the management of your property located at [Property Address].

Our goal is to provide you with professional service and peace of mind. As we begin our partnership, please find the following details regarding your account:

- **Owner Portal:** You can access your financial statements and documents at [Website URL].
- **Main Contact:** Your dedicated Property Manager is [Manager Name], who can be reached at [Phone Number] or [Email Address].
- **Monthly Statements:** Reports will be sent to you by the [Date] of each month.

We are currently completing the initial inspection and setting up the marketing for your property. We will notify you as soon as we have updates regarding potential tenants.

Thank you for choosing [Company Name]. We look forward to a successful relationship.

Sincerely,

[Your Name]

[Your Title]

[Company Name]