

[Date]

[Recipient Name]
[Company Name]
[Suite/Unit Number]
[Property Address]

Dear [Recipient Name/Tenant Name],

On behalf of the Board of Directors for [Property Name], we would like to officially welcome you to our commercial community. We are pleased that you have chosen this property as the location for your business operations.

The Board of Directors is committed to maintaining a professional, safe, and efficient environment for all tenants. Our primary goal is to oversee the management of the building, ensure the upkeep of common areas, and uphold the standards outlined in the commercial association bylaws.

As a new member of the property, please take note of the following information:

- **Management Office:** [Management Company Name] is responsible for daily operations. They can be reached at [Phone Number] or [Email].
- **Maintenance Requests:** All service requests should be submitted via [Portal Link/Method].
- **Security and Access:** [Brief instructions on key cards or building hours].
- **Board Meetings:** Meetings are held [Frequency, e.g., quarterly]. You will receive notices regarding agendas and attendance options.

Enclosed/Attached you will find a copy of the "Tenant Handbook," which includes building rules, emergency procedures, and insurance requirements. Please review these documents at your earliest convenience.

We look forward to a successful professional relationship. Should you have any suggestions or concerns regarding the property, please do not hesitate to contact the Board through the management office.

Sincerely,

[Signature]
[Name of Board President/Representative]
Board of Directors
[Property Name/Association Name]