

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Introduction of New Property Management Team

Dear [Tenant Name],

We are writing to formally introduce ourselves as the new property management team for [Property Name/Address], effective as of [Date]. Our goal is to ensure that your living experience remains comfortable, safe, and professional.

Starting immediately, please direct all inquiries, maintenance requests, and rent payments to our office. Below you will find our contact information and key procedures:

Contact Information:

Management Company: [Company Name]

Primary Contact: [Manager Name]

Phone Number: [Phone Number]

Email Address: [Email Address]

Office Hours: [Hours of Operation]

Rent Payments:

Rent is due on the [Day] of each month. Payments can be made via [Payment Methods, e.g., Online Portal, Check, etc.]. Please make all checks payable to [Payee Name].

Maintenance Requests:

For routine maintenance, please submit a request through [Portal Link/Email]. For after-hours emergencies, please call [Emergency Phone Number].

We look forward to working with you. We will be reaching out soon to conduct brief inspections and to update our records. If you have any immediate questions or concerns, please do not hesitate to contact us.

Best regards,

[Your Name]

[Title]

[Company Name]