

Date: [Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Activation of Your Online Tenant Portal

Dear [Tenant Name],

We are pleased to invite you to activate your online tenant portal. This platform allows you to pay rent online, submit maintenance requests, and view your lease documents at any time.

To get started, please follow these steps:

1. Visit the portal website at: [Portal URL]
2. Click on the "Sign Up" or "Activate Account" button.
3. Enter your registered email address: [Tenant Email]
4. Create a secure password.
5. Follow the on-screen instructions to complete your profile.

Your temporary activation code (if required) is: [Activation Code]

Setting up your portal is the fastest way to communicate with our management team and ensures your payments are tracked securely. We recommend completing this process within [Number] days.

If you have any questions or encounter issues during the setup, please contact our office at [Phone Number] or [Email Address].

Best regards,

[Property Manager Name]

[Property Management Company]