

Date: [Insert Date]

To All Residents/Tenants of [Insert Property Name],

Subject: Property Management Office Direct Contact Information

Dear Residents,

Please be advised of the direct contact details for the Property Management Office. Use the information below for any inquiries regarding maintenance, billing, or general property concerns.

Office Name: [Insert Office Name]

Primary Contact Person: [Insert Name/Title]

Phone Number: [Insert Phone Number]

Email Address: [Insert Email Address]

Office Hours: [Insert Hours, e.g., Mon-Fri, 9 AM - 5 PM]

For after-hours emergencies only, please contact: [Insert Emergency Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]