

[Date]

[Resident Name/Company Name]

[Property Address]

[Unit Number]

Subject: Introduction of New Executive Property Management Team

Dear [Resident/Tenant Name],

We are writing to formally introduce [New Management Company Name] as the new executive property management team for [Property Name], effective [Effective Date].

Our team is committed to maintaining the highest standards of service and ensuring that [Property Name] remains a premier place to live and work. We bring extensive experience in property oversight, maintenance coordination, and tenant relations.

What this means for you:

- **Primary Contacts:** Your new Executive Property Manager is [Name], who can be reached at [Email Address].
- **Maintenance Requests:** Please continue to report maintenance issues via [Online Portal Link/Phone Number].
- **Rent Payments:** Starting [Date], please direct all payments to [New Payment Instructions/Portal].
- **Office Hours:** Our management office will be open [Days] from [Time] to [Time].

We are currently conducting a full review of the property operations to identify areas where we can enhance your experience. We look forward to meeting you during our upcoming "Meet and Greet" on [Date] at [Location].

If you have any immediate questions or concerns regarding this transition, please do not hesitate to contact us at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[New Management Company Name]