

Date: [Insert Date]

To: All Residents of [Community Name]

Subject: Introduction of New Management Professionals

Dear Residents,

We are pleased to announce that effective [Start Date], [Management Company Name] has been appointed to provide professional management services for [Community Name].

Our goal is to enhance the living experience of all residents by providing exceptional service, maintaining the beauty of the property, and ensuring efficient community operations. We look forward to getting to know the unique needs of this community.

Meet Your Management Team:

- **Community Manager:** [Name] - Responsible for daily operations and oversight.
- **Assistant Manager:** [Name] - Assisting with administrative tasks and resident relations.
- **Maintenance Supervisor:** [Name] - Overseeing repairs and property upkeep.

Office Hours and Contact Information:

Address: [Office Address]

Phone: [Phone Number]

Email: [Email Address]

Office Hours: [e.g., Monday - Friday, 9:00 AM to 5:00 PM]

Emergency Procedures:

For after-hours maintenance emergencies, please call [Emergency Phone Number]. For life-threatening emergencies, please always dial 911 first.

Next Steps:

In the coming days, you will receive additional information regarding our online resident portal, where you can pay rent, submit maintenance requests, and view community announcements. We invite you to join us for a "Meet and Greet" event on [Date] at [Time] in the [Location].

We are excited to be part of the [Community Name] family and look forward to serving you.

Sincerely,

[Your Name]

[Your Title]

[Management Company Name]