

Date: [Insert Date]

Dear Residents of [Insert Apartment Name],

I am writing to formally introduce myself as your new On-Site Property Manager. My name is [Your Name], and I am excited to join the community here at [Insert Apartment Name].

My primary goal is to ensure that your living experience remains comfortable, safe, and enjoyable. I will be responsible for overseeing the daily operations of the property, managing maintenance requests, and addressing any concerns you may have regarding your residency.

Office Hours:

Monday - Friday: [Insert Hours]

Saturday - Sunday: [Insert Hours/Closed]

Contact Information:

Phone: [Insert Phone Number]

Email: [Insert Email Address]

Office Location: [Insert Location/Apartment Number]

For after-hours maintenance emergencies, please continue to follow the standard procedure by calling [Insert Emergency Number].

I look forward to meeting you around the community. Please feel free to stop by the office to say hello or to discuss any matters related to your home.

Best regards,

[Your Signature]

[Your Printed Name]

Property Manager

[Insert Apartment Name]