

[Date]

[Tenant Name]

[Unit Number]

[Property Name]

Subject: Introduction of New On-Site Property Manager

Dear Residents,

We are pleased to introduce [New Property Manager Name] as the new On-Site Property Manager for [Property Name], effective [Start Date].

[New Property Manager Name] brings [Number] years of experience in residential management and will be responsible for the daily operations of the building, including maintenance coordination, lease administration, and resident relations.

Contact Information:

- **Office Location:** [Location/Unit Number]
- **Office Hours:** [Days and Times]
- **Phone Number:** [Phone Number]
- **Email Address:** [Email Address]

For all routine maintenance requests and general inquiries, please contact the office during the hours listed above. For after-hours emergencies, please continue to follow the existing emergency protocol by calling [Emergency Phone Number].

We invite you to stop by the office to meet [New Property Manager Name] during their first week. We are confident that they will be a great asset to our community and will provide you with excellent service.

Thank you for being a valued resident of [Property Name].

Sincerely,

[Your Name/Management Company Name]

[Title/Department]