

Date: [Date]

To: All Tenants of [Property Name]

Subject: Introduction of New On-Site Property Manager

Dear Valued Tenant,

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

[Name of Manager] joins our team with extensive experience in commercial property management and is committed to ensuring that [Property Name] remains an excellent environment for your business to thrive.

As your primary point of contact, [Name of Manager] will be responsible for day-to-day operations, maintenance coordination, and tenant relations. You can find them located in the management office during regular business hours.

Contact Information:

- **Office Location:** [Suite Number/Location]
- **Direct Phone:** [Phone Number]
- **Email Address:** [Email Address]
- **Office Hours:** [e.g., Monday - Friday, 9:00 AM to 5:00 PM]

Please continue to use the [Online Portal Name/Existing Method] for routine maintenance requests. For any urgent matters or to simply introduce yourself, please feel free to reach out to [Name of Manager] directly.

We appreciate your continued tenancy and look forward to maintaining a productive relationship.

Sincerely,

[Your Name/Company Name]

[Title]

[Property Management Company]