

Date: [Date]

To: [Vendor Company Name]

Attn: [Contact Person Name]

Subject: Introduction of New On-Site Property Manager for [Property Name]

Dear [Contact Name or Vendor Team],

I am writing to formally introduce myself as the new On-Site Property Manager for **[Property Name]**, effective **[Start Date]**. I have taken over the management responsibilities from [Previous Manager's Name], and I look forward to working with you to maintain the high standards of our community.

As an approved vendor, your continued services are vital to our operations. Please take note of my contact information for all future work orders, scheduling, and site-related inquiries:

- **Name:** [Your Full Name]
- **Office Phone:** [Phone Number]
- **Email Address:** [Email Address]
- **Office Hours:** [Days and Hours]

Regarding administrative procedures, please ensure that:

- All invoices are now addressed to my attention.
- Current certificates of insurance (COI) remain up to date in our files.
- You check in at the leasing office immediately upon arrival at the property.

I would welcome the opportunity to meet briefly when you are next on-site to discuss any pending projects or recurring maintenance schedules. Please let me know if you have any immediate questions or updates regarding our account.

Thank you for your ongoing partnership and professional service.

Sincerely,

[Your Signature]

[Your Printed Name]

Property Manager

[Property Name]