

[Date]

Dear Residents of [Property Name],

My name is [Your Name], and I am pleased to introduce myself as your new On-Site Property Manager. I am excited to join this community and look forward to ensuring that [Property Name] remains a wonderful place to live.

With [Number] years of experience in property management, my primary goal is to provide excellent service and maintain the high standards of our community. I will be overseeing the daily operations, maintenance requests, and general resident relations.

In the coming weeks, I plan to be out on the grounds frequently to familiarize myself with the property. Please feel free to stop me and say hello if you see me around.

For your convenience, here is my contact information and office hours:

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

For after-hours maintenance emergencies, please continue to call [Emergency Phone Number].

I value your feedback and look forward to meeting you. Thank you for being a part of our community.

Best regards,

[Your Signature]
[Your Printed Name]
Property Manager
[Property Name]