

[Date]

[Building Owner Name]

[Owner Address]

[City, State, Zip Code]

Re: Introduction of New Commercial Property Management Team for [Property Name/Address]

Dear [Owner Name],

We are pleased to formally introduce [Property Management Company Name] as the new management team for [Property Name/Address], effective [Start Date].

Our primary goal is to enhance the value of your asset through proactive maintenance, streamlined operations, and rigorous financial reporting. Our team brings extensive experience in commercial real estate, and we are committed to providing a seamless transition for both you and your tenants.

Your dedicated management team consists of:

- **Property Manager:** [Name] - [Email Address] - [Phone Number]
- **Accounting/Finance:** [Name] - [Email Address]
- **Facilities/Maintenance:** [Name] - [Email Address]

In the coming days, we will complete a full audit of the property files, service contracts, and current rent rolls. We will also schedule a site walkthrough to identify any immediate maintenance priorities or capital improvement recommendations.

Moving forward, you will receive monthly financial packages by the [Day] of each month. We have also established a dedicated emergency contact line for tenants to ensure 24/7 coverage of the building.

We look forward to a successful partnership. We will contact you shortly to schedule an initial briefing meeting to discuss your specific goals for the property.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]