

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address/Suite Number]

RE: Introduction of New Property Management Team

Dear [Tenant Name/Store Manager],

We are pleased to introduce [Company Name] as the new property management team for [Property Name], effective [Date]. Our goal is to provide professional management services to ensure a productive environment for your business operations.

Your dedicated management team consists of the following individuals:

- **Property Manager:** [Name] - [Email Address]
- **Assistant Manager:** [Name] - [Email Address]
- **Facilities/Maintenance Lead:** [Name]

Contact Information and Procedures:

Office Hours: [Hours, e.g., 8:00 AM to 5:00 PM, Monday - Friday]

Main Office Phone: [Phone Number]

Emergency After-Hours Line: [Phone Number]

Rent Payments:

Starting [Date], please direct all rent payments to [New Payment Instructions/Online Portal Link]. Checks should be made payable to [Entity Name].

Maintenance Requests:

Non-emergency maintenance requests should be submitted via [Online Portal/Email Address]. For immediate emergencies, please call the emergency line listed above.

A representative from our team will be visiting your suite on [Date/Time] to introduce themselves in person and address any immediate questions you may have.

We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]