

[Date]

[Tenant Name]

[Suite/Unit Number]

[Property Address]

RE: Introduction of New Commercial Property Management Team

Dear [Tenant Name/Property Occupant],

We are pleased to announce that effective [Date], [Management Company Name] has been appointed as the new property management team for [Property Name].

Our primary goal is to ensure that your business environment remains professional, well-maintained, and conducive to your success. We look forward to working closely with you and providing high-quality service for all your facility needs.

Contact Information:

For all inquiries, maintenance requests, or emergencies, please use the following contact details:

- **Property Manager:** [Name]
- **Office Phone:** [Phone Number]
- **Email:** [Email Address]
- **After-Hours Emergency:** [Emergency Number]

Rent Payments:

Starting [Date], please direct all rent payments to [New Payment Instructions/Portal Link]. If you pay via check, please make them payable to [Entity Name] and mail them to [Mailing Address].

Maintenance Requests:

Please submit all non-emergency maintenance requests via [Online Portal/Email]. This ensures that your requests are tracked and handled efficiently.

We will be visiting the property on [Date/Time] to introduce ourselves in person and perform a brief walkthrough of the common areas. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Management Company Name]