

[Date]

[Tenant Name]
[Suite/Unit Number]
[Property Name]
[Property Address]

Subject: Introduction of Your New Property Management Team

Dear [Tenant Name/Occupant],

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

Our primary goal is to ensure that your business environment remains productive, safe, and well-maintained. We look forward to working closely with you to provide high-quality service and timely responses to your operational needs.

Contact Information:

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

Rent Payments:

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

Maintenance Requests:

To report maintenance issues or facility concerns, please [Instructions: e.g., use the online portal / call the office line]. For any immediate life-safety emergencies, please continue to dial 911.

A member of our team will be visiting the property in the coming days to introduce themselves in person. In the meantime, if you have any immediate questions regarding this transition, please do not hesitate to contact us.

We look forward to a successful partnership.

Sincerely,

[Your Name]
[Your Title]
[Property Management Company Name]