

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address/Suite Number]

**RE: Introduction of New Property Management Team**

Dear [Tenant Name],

We are pleased to announce that effective [Date], [Management Company Name] has been appointed as the new property management team for [Building Name]. Our team is committed to providing professional service and ensuring the continued success of your business location.

Your dedicated management team consists of:

- **Property Manager:** [Name] - [Email Address]
- **Facilities/Maintenance:** [Name] - [Email Address]
- **Accounting/Billing:** [Name] - [Email Address]

**Rent Payments:**

Starting [Date], 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:**

For all routine maintenance requests, please use our online portal at [URL] or call our office at [Phone Number]. For after-hours property emergencies, please contact [Emergency Phone Number].

We will be visiting the property over the coming weeks to introduce ourselves in person and familiarize ourselves with your specific needs. In the meantime, please complete and return the attached Tenant Information Form so we can update our emergency contact records.

We look forward to a positive working relationship.

Sincerely,

[Your Name]

[Title]

[Management Company Name]