

[Date]

[Tenant Name]

[Company Name]

[Suite/Address]

Subject: Introduction of New Commercial Property Management Team

Dear [Tenant Name],

We are pleased to announce that, effective [Date], [Property 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, safe, and well-maintained. We look forward to building a strong working relationship with your team and providing high-quality service for your commercial space.

Your New Management Contacts:

- **Property Manager:** [Name] - [Email Address]
- **Assistant Manager:** [Name] - [Email Address]
- **Maintenance Supervisor:** [Name]

Key Information:

- **Rent Payments:** Effective [Date], please direct all rent payments to [New Payment Instructions/Portal Link].
- **Service Requests:** All maintenance and repair requests should now be submitted via [Online Portal/Phone Number/Email].
- **Emergency Contact:** For after-hours emergencies, please call [Emergency Phone Number].

In the coming days, members of our team will be visiting the property to introduce themselves in person and answer any immediate questions you may have.

Thank you for your cooperation during this transition. We are excited to be part of your business's continued success.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]