

Formal introduction from new property owner

Dear Tenant,

I hope this message finds you well. My name is [Your Name], and I am the new owner of [Property Name/Address]. I wanted to take a moment to introduce myself and ensure a smooth transition.

I am committed to maintaining the property to the highest standards and addressing any concerns you may have. Please feel free to contact me directly at [Contact Information] for maintenance requests or questions.

I look forward to a positive and cooperative relationship.

Sincerely,

[Your Name]

[Title/Owner]

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