

Introducing maintenance team to tenants

Dear Residents,

We are excited to introduce [Maintenance Coordinator Name] as your primary contact for all property maintenance issues. They are here to ensure that any concerns or repairs are addressed promptly.

For maintenance requests, please use [Contact Method], and [Maintenance Coordinator Name] will respond promptly. Your comfort and satisfaction are our top priority.

Thank you for your cooperation.

Best regards,

[Your Name]

[Property Management]

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