

Preliminary email introducing temporary management

Hello Residents,

I wanted to inform you that I, [Your Name], will be acting as provisional property manager for [Property Name] until the permanent manager is appointed. My goal is to provide continuity and handle any immediate concerns.

Please do not hesitate to contact me at [Contact Information] for urgent matters. Further updates regarding permanent management will be communicated shortly.

Thank you for your understanding.

Best regards,

[Your Name]

[Temporary Manager]

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