

Friendly reintroduction to tenants renewing lease

Dear [Tenant Name],

Welcome back to [Property Name]! We are delighted to have you return and want to ensure your transition is smooth. I am [Your Name], your main contact for all property matters.

Please find enclosed updated community guidelines, maintenance contacts, and important updates.

We look forward to another positive year together.

Warm regards,

[Your Name]

[Title/Property Management]

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<https://www.lettersandtemplates.com/letters/introduction-letter-to-tenants>