

Official Welcome Letter for Business Tenants

Subject: Welcome to [Building Name or Business Complex]

Dear [Business Name/Representative],

On behalf of [Company or Management Firm], Iâ€™d like to extend a warm welcome to you and your team as new tenants at [Building Name]. Weâ€™re delighted to have your business as part of our community.

Enclosed, youâ€™ll find your lease summary, building access cards, and important contacts for maintenance, security, and facilities management. Please ensure that your team reviews all information carefully before occupancy.

We look forward to a successful and long-term relationship. Welcome to your new business home!

Sincerely,

[Property Managerâ€™s Name]

[Company Name]

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