**New Landlord Introduction Letter**

<Your Name Here>

<Address Here>

example@email.com

Month date, Year.

Dear Mr., <Last Name>,

I want to spend the time introducing myself as Braincell’s Property Manager. The existing terms of lease and payment will continue to apply. However, all fees, maintenance requests, and correspondence must be sent to the address above.

Please contact your site managing director Rodgers Smith if you have any issues or concerns about your house, rental, or maintenance requests:

I have entered a tenant information form for all of you to fill up. Please fill in this form and return it to me as soon as possible. All your important details for our files must be updated as It is important.

We want to inspect some minor problems that were noted during the inspection and fix them. We will contact you to arrange the time for the inspection once we got your tenant information form.

I look forward to providing outstanding management, including easy maintenance and a secure and friendly place to live.

Sincerely,

<Your Name Here>