[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: WE WANT TO WELCOME YOU!**

Dear [CONTACT NAME],

You more than likely already know that the building where your offices are located has changed owners. Sometimes Tenants feel apprehensive when a changeover occurs, so we would like to take this opportunity to clear the air by letting you know exactly what you can expect in the future.

**PAYMENT BY CHEQUE OR DEBIT ORDER:** Since it is unwise for anyone to keep or carry cash around in large quantities, we request that you pay your rent by cheque (made payable to [YOUR COMPANY NAME]) or debit order. Our banking details will be provided should you prefer the debit order method of payment This will protect both you and the management.

**PROMPT PAYMENT:** You are expected to pay your rent within three days after the due date. For example, rent due on the first must be paid by the fourth at the very latest.

**MAINTENANCE:** We expect you to pay your rent promptly and you can expect us to respond promptly to any maintenance problems that arise. We will visit you sometime within the next week, to inspect for any building maintenance work that should be taken care of. You can help us by making a list of work that needs to be done.

**RENTAL AGREEMENT:** We will stop by soon to explain the standard rental agreement to you, and we will leave you a copy of your own.

We hope that this is the beginning of a long-lasting business relationship and we will do everything possible to answer your needs as promptly as we can.

Kind Regards

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]