

# Introduction Email Template To Your Tenant

Date

Hi (insert tenant name),

My name is (insert your name) and I have recently purchased (insert premise details).

I just wanted to introduce myself and let you know that from now on I will be self-managing your property. This means that each month you will receive an invoice from me at the beginning of each month and your rent is due (insert due date per lease).

If you wish to pay via direct debit my details are:

(insert your banking details)

If there are any problems with the premise or any issues you wish to raise regarding your tenancy, please do not hesitate to contact me on (insert your mobile number). In the event of an emergency please contact the strata manager on (insert strata manager details) or the appropriate trades person if I cannot be reached.

Thank you and I look forward to working with you to make your tenancy better in the future.

(insert your signature)