



Division/Branch
Address
Town/City MB Postal Code
manitoba.ca/housing

Name
Title
E-mail address
Tel: (204) 945-xxxx
Toll Free: 1-800- if avail
Fax: (204) 945-xxxx

<<Date>>

<<Leaseholder name>>
<<Co-leaseholder name>>
<<Address>>
<<City/town, MB postal code>>

Tenancy Reference:
Client ID: <<Client ID>>
Client ID: <<Client ID>>

Property Manager Introduction

Dear << Leaseholder and Co-Leaseholder >>:

I am pleased to let you know that effective [[Enter effective date:]], I will be your Property Manager. I look forward to meeting you.

When you have maintenance and repair issues, please call our Housing Communication Centre at 204-945-4663 or toll free at 1-800-661-4663.

If you have any questions or concerns regarding your tenancy, please contact me. I am located at [[Enter office address]].

Regards,

<<Sender Name>>
<<Sender Title>>
Tel:<<Sender Tel>>