

Tenant Move-in Coordination Email

Hello (Tenant Name),

Your move in day is fast approaching, and we can't wait!!

On behalf of (Your Company), we are excited you to welcome you as our new tenants!

The current tenants' lease will be expiring (Date) at midnight and they are scheduled to be out of the house at this time. They have been told to ensure that the rooms are empty so that you can move your belongings in on (Date).

Let's Schedule a time (Date) to meet up and get you your keys. At that time we will also conduct a move-in inspection to ensure that everything is in good working order for you!

Please let me know if you have any questions!

We are looking forward to having you as tenants in the upcoming year!

Warm regards,

(Your Name)
(Company Name)
(Company Address)
(Phone number)
(Email Address)