

Tenant Recognition as Resident Manager

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We are pleased to formally recognize you as the Resident Manager of [Property Name]. Your commitment to maintaining a harmonious living environment and your dedication to the community have not gone unnoticed.

Your responsibilities will include handling tenant concerns, overseeing common area maintenance, and facilitating communication between residents and management. We believe your leadership skills will greatly benefit our community.

Thank you for your willingness to take on this important role. We look forward to working alongside you in fostering a positive living experience for all residents.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]