[Date]

[Building Management Name]
[High-Rise Building Name]
[Building Address]
[City, State, Zip Code]

RE: Notice of Corporate Relocation - [Company Name]

Dear [Building Manager Name/Management Team],

I am writing to formally introduce **[Company Name]** as the new commercial tenant for **[Suite/Floor Number]**. We are scheduled to relocate our corporate operations to [Building Name] on **[Move-in Date]**.

As we prepare for this transition, we would like to designate the following individuals as our primary points of contact:

- **Primary Contact:** [Name], [Title] - [Phone Number] - [Email]
- **Facilities/Logistics:** [Name], [Title] - [Phone Number] - [Email]

Our relocation coordinator will reach out shortly to coordinate the following logistics:

- Booking of the freight elevator for moving day.
- Submission of Certificates of Insurance (COI) for our moving company.
- Issuance of building security badges and parking permits for [Number] employees.
- Review of after-hours HVAC and lighting protocols.

We chose [Building Name] because of its excellent reputation and facilities. We look forward to a professional and long-lasting relationship with your management team.

Thank you for your assistance in welcoming us to the building.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Phone Number]
[Website]