

## Letter to Tenants

[INSERT DATE]

[INSERT CONTACT FIRST NAME AND LAST NAME]

TITLE

COMPANY NAME

ADDRESS

CITY/STATE/ZIP

Dear [INSERT FIRST NAME]

We have great news! [BUILDING NAME OR ADDRESS] has been designated as a BOMA 360 Performance Building by the Building Owners and Managers Association (BOMA) International. The prestigious BOMA 360 Performance Program® validates and recognizes commercial properties that demonstrate best practices in building operations and management.

Unlike other building certifications that measure only a building's energy and sustainability performance, BOMA 360 is that and much more! Our building has been measured against current industry best practices and achieved third-party verification of excellence in...

- Building operations and management
- Life safety, security and risk management
- Training and education for building personnel
- Energy management
- Environmental/sustainability performance
- Tenant relations and community involvement

Only those buildings that satisfy the requirements in all six areas are named a BOMA 360 Performance Building. Our achievement of this designation clearly demonstrates that we meet or exceed the highest standards.

You, our valued tenants, deserve best-in-class service and a superbly managed building. The BOMA 360 Performance Program has given us a meaningful way to demonstrate our commitment to you and to excellence, and we are thrilled to receive this important recognition.

I hope this prestigious designation gives you a sense of pride and a level of comfort that we are responsible operators that care about your dynamic needs.

Kind regards,

[INSERT LIVE SIGNATURE]

[NAME]

[TITLE]

[BUILDING OR COMPANY NAME]

Additional information about the BOMA 360 Performance Program is available at [www.boma.org/360](http://www.boma.org/360).